



## Recruitment Specialist

<b>Organization</b>	<b>Maggie's Place</b>
<b>Title:</b>	<b>Recruitment Specialist</b>
<b>Department:</b>	<b>AmeriCorps</b>
<b>Location:</b>	<b>Phoenix, AZ</b>
<b>Supervisor:</b>	<b>Director of AmeriCorps</b>

### Position Description

**Job Purpose:** The Recruitment Specialist directs the AmeriCorps recruitment process at Maggie's Place, developing and executing an annual recruitment plan in collaboration with the recruitment team, assessing needs and trends, and providing ongoing evaluation and adjustment. The position manages all aspects of recruitment and onboarding for yearlong and summer AmeriCorps members in collaboration with the AmeriCorps Liaison. The Recruitment Specialist shares first-hand experience in direct service and serves as the first point of contact and face of Maggie's Place to prospective AmeriCorps members and related contacts, carrying our mission and vision into the recruitment field.

#### Duties:

##### AmeriCorps Recruitment

- Foster the mission and vision of Maggie's Place in the recruitment process.
- In collaboration with the Director of AmeriCorps and AmeriCorps Liaison, develop and execute a robust annual recruitment plan, including but not limited to the following responsibilities.
- Conduct ongoing market analysis of nationwide recruitment trends and practices for service year organizations, and ongoing recruitment plan evaluation to ensure a competitive recruitment approach.
- Manage outreach to 50+ college/university campuses, cultivating college departmental staff and campus organization contacts and generating smaller group networking opportunities.
- Plan and conduct virtual recruitment platform engagement including through social media, digital ads, job/service boards, Handshake, and the like.
- Determine strategy & design of @servewithmp Instagram in collaboration with AmeriCorps Liaison and maintain analytics. Manage Maggie's Place AmeriCorps Linked In, Link Tree, and Calendly accounts.
- Secure online advertising opportunities.
- Ensure Maggie's Place and AmeriCorps branding continuity across platforms. Collaborate with AmeriCorps Liaison and Marketing Manager in creating design templates that meet needs utilizing Canva and other relevant resources.
- Maximize the effectiveness of the statewide and national AmeriCorps recruitment network.
- Conduct all registration and coordinate staffing for college fairs and other campus recruitment events. Travel for such events as required.
- Involve current and alumni AmeriCorps in nationwide recruitment efforts in their locations and at their alma maters.
- Participate in recruitment-specific conference calls, webinars, trainings, and networking opportunities.
- Schedule all travel logistics (flight, rental cars, lodging, etc.), keeping to budget.

- Send packets of recruitment materials to virtual inquiries and to fairs not attended by a Maggie's Place representative and maintain communication with appropriate campus offices to send updated collateral as needed.
- Generate content and obtain marketing approval for relevant and timely AmeriCorps-specific website changes.
- Work with Marketing Manager to design and order physical and digital recruitment collateral.
- Work with Marketing Manager to promote open positions and attract applicants via Maggie's Place's general social media, marketing, and other communications.
- Facilitate regular recruitment team meetings and cultivate positive, strengths-based teamwork.

### **AmeriCorps Applicants and Alumni**

- Maintain ongoing relationship and communication with prospective applicants from initial interest to start of service.
- Receive, review, and compile all application materials. Determine eligibility, schedule interviews, and work in collaboration with AmeriCorps Liaison to interview applicants, provide discernment visits, and make recommendations to the Director of AmeriCorps for acceptances and rejections. Complete all follow up in collaboration with AmeriCorps Liaison.
- Send and receive acceptance paperwork, maintain applicant communication and manage logistics up through arrival for service.
- Facilitate pre-arrival onboarding in coordination with AmeriCorps Coordinator and Human Resources Manager.
- Review and update FAQs, commitment/benefits policy, application questions, and interview questions on a yearly basis with the recruitment team.
- Assist with New Corps Training and annual transition.
- Plan and implement ongoing communication strategies with MP alumni Corps network including the semiannual newsletter and regional meet-ups during recruitment travel season.

### **Data Tracking**

- Maintain detailed accounts of all campus visits, staff contacts, and networking.
- Track recruitment trends and inquiry/applicant numbers by quarter and report to Director of AmeriCorps.
- Maintain updated recruitment documents and organized, collaboration-friendly data and communication systems utilizing Office 365, Bloomerang, Google drive, and other platforms as needed.
- Ensure database and communication platforms meet needs; maintain and upgrade as necessary.
- Compile data from member recruitment feedback and implement changes accordingly.
- Track and organize monthly finances.

### **Skills/Qualifications:**

- Bachelor's degree or equivalent life experience required.
- Field experience in direct service work at Maggie's Place or a similar program.
- Ability to travel 50+% from September through November, and a lesser amount from January through March.
- Ability to collaborate effectively and function well on a team.
- Ability to articulate the Maggie's Place AmeriCorps experience with passion and authenticity in

virtual settings, in person, and over the phone/email.

- Effective and professional communication through written, verbal, and nonverbal means.
- Effective time management and ability to work in a fast-paced environment with moderate to frequent interruptions.
- Proficiency in Google suite, Microsoft Office, engaging with a variety of virtual platforms including social media, and ability to access computer and phone each work day.
- Ability to maintain composure and critical thinking in stressful situations.
- Ability to maintain a valid driver's license and operate a vehicle.
- Ability to work on site at the Family Success Center when not traveling for recruitment.
- Demonstrates initiative, adaptability, cultural sensitivity, and emotional maturity/emotional intelligence.
- Performs a variety of physical tasks, including being able to lift and carry 30 lbs.