



## Associate Director of Recruitment and Admissions MONTANA CONSERVATION CORPS JOB DESCRIPTION

<b>Job Title:</b> Associate Director of Recruitment and Admissions	<b>Reports to:</b> Vice President of Finance and Operations
<b>Classification:</b> Regular Full-Time	<b>Exempt/Non-Exempt:</b> Exempt
<b>Date:</b> June 23, 2021	<b>Access to Vulnerable Populations:</b> Yes

### **Position Overview:**

The Associate Director of Recruitment and Admissions develops and implements MCC's recruitment plan and strategy to attract and enroll candidates to the MCC programs. MCC recruits Staff, AmeriCorps members, and youth positions each year. The position will engage in building relationships, implementing outreach strategies, developing systems, and screening applicants. They will oversee and supervise the member recruitment and enrollment team who will assist with recruitment and outreach activities and onboarding of participants. The position will organize and engage regional MCC staff support in recruitment, hiring and outreach activities. The position will work with hiring managers to identify program needs and develop strategies to meet those needs. This position will encourage recruitment activities throughout the organization through planning and coordination of additional agency efforts to secure applicants to MCC's programs.

### **Principal Duties and Responsibilities:**

- Develop recruitment strategy, in conjunction with pertinent statewide staff
- Identify and implement recruitment and outreach activities
- Coordinate and oversee recruitment and outreach budget
- Develop or coordinate with MCC staff to provide content that informs the creation of recruitment materials
- Attend to the agencies Justice, Equity, Diversity and Inclusion strategic goals as it relates to hiring practices and outreach activities
- Maintain and update Position Descriptions and qualifications, with pertinent statewide staff as needed
- Provide training to hiring managers to ensure best practices for interviewing and positive candidate experiences
- Assist in the management of the online applicant tracking system in Salesforce to screen, route and track applications

- Utilize Salesforce database management software for various activities
- Build applicant sources by researching and contacting community organizations, schools, and internet sites
- Seek opportunities to make presentations and attend events to provide organizational information consistent with promoting and recruiting MCC participants
- Acts as liaison between employee and management to answer questions or concerns regarding company policies, practices and regulations regarding hiring
- Screen and assist with selecting candidates to interview for staff positions in the organization
- Build or update hiring rubrics for reviewing applicants
- Support hiring managers and hiring committees for interviewing and selecting candidates for staff positions in the organization
- Schedule, coordinate and conduct interviews as needed
- Develop or review and approve offer letters for staff to ensure compliance with employee handbook
- Acts as liaison between employees and management to answer questions or concerns regarding company policies, practices and regulations regarding hiring
- Manage content of Join MCC website pages update position status and position descriptions

**Oversight of Duties and Responsibilities which may be delegated:**

- Respond to requests for accommodations by participants
- Oversee the posting of MCC positions on internet sites, produce and place advertisements
- Oversee responding to requests for member application information via email or phone inquiries; answer questions and increase interest in applying to MCC
- Coordinate and attend job fairs and outreach events

**Supervision Exercised:**

- Supervise the Enrollment Manager
- Oversee development of the recruitment process for AmeriCorps, youth members, and other staffing
- Evaluate current practices and update policies and procedures to ensure MCC is efficient and effective.
- Work closely with all agency personnel in a supportive, advisory or supervisory manner.

**Qualifications & Skills:**

***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- Three to five years of relevant work experience
- Experience implementing recruitment strategies
- Ability to effectively communicate with diverse audiences

- Experience conducting interviews and assessing candidate skills
- Experience with computer programs such as Word, Excel, and Google Suite
- Able and willing to travel and work a variable schedule including overnight travel for job fairs, staff meetings and Corps events
- A valid driver's license and ability to be insurable per MCC parameters

***PREFERRED EDUCATION AND EXPERIENCE:***

- Bachelor's degree in Human Resources or related field Experience with a similar conservation corps or a national service program
- Experience with Salesforce, Workbright, and Google drive
- Experience with website and marketing content
- Experience Justice, equity, diversity and inclusion recruiting and hiring practices

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.*

*MCC seeks to provide access and opportunity to a diverse group of participants, while continuing to identify and reduce barriers to being involved in our organization and programs. We encourage applicants of all backgrounds to apply.*