



Recruitment and Training Manager

Job Description

Position Overview

The Recruitment and Training Manager is responsible for developing and implementing FSP's overall summer staff recruitment strategy and achieving the goals established for summer staffing. This position also manages the logistics for summer staff training and the Children's Defense Fund National Training. The Recruitment and Training Manager will make all decisions through the lens of what is best for our scholars, which begins with ensuring we have high-quality staff. This individual is responsible for enhancing and managing key partner and university relationships that yield optimal opportunities for FSP to recruit, hire, and retain quality summer staff.

Primary Responsibilities

- Develop and implement effective recruitment strategies for SLIs and SAIs in collaboration with the Chief Administrative Officer and Chief Programming and Partnerships Officer.
- Schedule and attend recruitment events with colleges and universities; including career fairs, classroom visits, and tabling events.
- Expand and manage relationships with key contacts at colleges and universities to establish a recruitment plan that uniquely fits their students.
- Manage FSP's presence on online job boards at colleges and universities.
- Schedule and participate in Intern interviews.
- Collaborate with Marketing & Communications Manager to create media that will attract candidates.
- Promote FSP's reputation and attractiveness as a competitive employment and career development opportunity.
- Develop recruiting metrics and establish targets to track progress toward recruitment goals, analyze progress regularly, and prepare and provide recruitment reports to the Chief Programming and Partnerships Officer, Recruitment Team, and other stakeholders.
- In collaboration with the Chief Administrative Officer and Chief Programming and Partnerships Officer select and place Interns at all sites across the community.
- Help coordinate training programs and logistics for SCs, SLIs, and SAIs; including securing outside facilitators, space, technology needs, transportation, and food.
- Manage Servant Leader Ambassador program; including the selection of Interns, coordination of meetings, and delegation of assignments. Develop the metrics and goals to determine the effectiveness of the program and recommend enhancements/changes to the program.
- Serve as the FSP Project Director, for purposes of the relationship with the Children's Defense Fund (CDF), as outlined in the CDF job positions.

Qualifications/Knowledge/Education

- Bachelor's degree or equivalent
- Bilingual English/Spanish encouraged to apply
- Strong communication skills, and ability to communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Strong relationship-building and interpersonal skills with a willingness to collaborate with others
- High energy with the ability to engage and inspire college students
- Knowledge and fluency with current social media trends
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365)
- Experience working with a cloud-based platform (MS Sharepoint, OneDrive)
- Strong planning skills and highly organized with the ability to multi-task
- Willingness and ability to learn computer applications
- Able to attend career fairs out of town, sometimes overnight
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Demonstrated appreciation commitment to diversity, equity, and inclusion
- Commitment to CDF Freedom Schools®

Accountability

Shall be accountable to the Chief Programming and Partnerships Officer

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freedomschoolpartners.org



Compensation, Status and Benefits

- Competitive Salary \$50,000-\$60,000
- 10 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after two years of employment
- 10 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life and AD&D insurance coverage through organization's policies, premiums paid in full
- Option to participate in dental and vision insurance (employee paid)
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%

About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves and create extraordinary futures.

Application Process

Interested applicants should send resume and cover letter to admin@freedom-school-partners.org with Recruitment and Training Manager in the subject line. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a workforce which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.