



## JESUIT VOLUNTEER CORPS NORTHWEST

### POSITION DESCRIPTION

**Job Title:** JV 8-Month Recruiter  
**Status:** Part-time, temporary, non-exempt, at will employee, AmeriCorps  
**Reports To:** Recruitment and Marketing Manager  
**Updated:** May 2019

#### Position Summary

Jesuit Volunteer Corps (JVC) Northwest is seeking a former Jesuit Volunteer from the Northwest to conduct national recruiting of Jesuit Volunteers for eight (8) months of the year and to assist in the promotion of JVC Northwest. The JVC Northwest Recruiter works closely with the Recruitment and Marketing Manager to build relationships with targeted colleges and universities throughout the United States. This position requires frequent, extended travel and can either be based out of the JVC Northwest office in Milwaukie, Oregon (just south of Portland) or have the flexibility to work remotely of a location of the Recruiter's choice within the United States (reliable access to internet and consistent availability required).

The Recruiter works to establish new relationships with colleges and universities, including community colleges, as well as other nonprofits and community partners; builds on existing connections with potential volunteers, pertinent faculty/staff, former JVs, and Jesuits; and engages current and former JVs in recruitment. The Recruiter also assists in ongoing contact and follow-up with potential volunteers from the office and on the road. As part of this work, the Recruiter makes two 6-8 week trips in both fall and spring, flying first to each region of the country and traveling by car and train within each region. The Recruiter returns to the office for about a month in between the trips. This At-will position begins August 26, 2019 and goes through April 24, 2020 (eight months of employment), with an extended break during the Christmas season. The Recruiter works a 40 hour work week.

#### Duties and Responsibilities

In collaboration with the Recruitment and Marketing Manager (RMM), the Recruiter will:

- 1. Be responsible for participating in Recruiter training and learning to speak with familiarity about JVC Northwest and all elements involved with the program.**
- 2. Be responsible for planning visits to colleges and universities based on the recruiting strategy:**
  - a. Work with RMM to make phone and written contact with schools to schedule outreach events for visits.
  - b. Create presentation format and materials for various types of visits.
  - c. Research background and past relationships with each college or university before visiting.
  - d. Work with RMM to develop relationships with FJVs and other parties willing to assist with recruiting efforts.
  - e. Post regular updates from the road for JVC Northwest's social media.
- 3. Be responsible for visiting college campuses:**
  - a. Develop and maintain ongoing relationships with a variety of departments, offices, and clubs during campus visits.
  - b. Attend post-grad service and career fairs.
  - c. Connect with students involved with alternative Fall/Spring break trips.

- d. Customize presentations and communication to attract the interest of each audience.
  - e. Utilize classroom presentations at every available opportunity.
  - f. Participate in ongoing communication with campus contacts and potential volunteers as well as appropriate follow-up to visits.
  - g. Attend student Catholic Mass when possible.
  - h. Seek recruitment opportunities that reach a diverse set of potential volunteers.
  - i. Follow-up with students throughout the application process.
- 4. Be responsible for maintaining recruitment documentation as scheduled by supervisor:**
- a. Update current contact information for campus contacts and potential volunteers.
  - b. Submit campus visit reports following each campus visit.
  - c. Submit reports detailing overall recruiting efforts.
- 5. Be responsible for connecting with current JVs to collect and publicize JV stories in recruitment campaigns, emails, and on social media.**
- 6. Be responsible for managing logistics of the recruiter position with support and guidance of JVC Northwest staff:**
- a. Participate in evaluation of Recruiter position periodically throughout the year.
  - b. Demonstrate fiscal responsibility for all expenses incurred:
    - i. Submit receipts and credit transaction reports monthly.
    - ii. Submit receipts and reconcile cash advances.
  - c. Manage personal needs such as lodging and food.
  - d. Submit accurate and timely time sheets twice monthly.
- 7. Advance equity and inclusion efforts within the organization:**
- a. Increase recruiting among diverse populations as outlined in the short-term equity plan.
  - b. Recruit at community colleges and in locales where JVs serve.
  - c. Be familiar with how our program supports people of color, First Gen graduates, and other marginalized identities.
  - d. Participate in staff equity trainings.

**8. Perform other duties as assigned.**

**Qualifications and Requirements**

The JV Recruiter demonstrates the following:

- Commitment to promoting the mission and values of JVC Northwest
- Former Northwest Jesuit Volunteer with a desire to tell their JV story
- Excellent organizational, oral, and written communication skills
- Ability to be collaborative, flexible, and adapt to changing circumstances
- Ability to be self-directed, take initiative, and work independently, as well as part of a team
- Ability to be very organized, detail-oriented, and a self-starter
- Proven public speaking skills and experience
- Commitment to racial justice and anti-oppression work
- Ability to communicate effectively with diverse groups
- Ability to encourage and empower others to serve
- Have a current driver's license and be able to drive
- Enthusiasm for travel

- Bachelor's degree or equivalent work required
- Proficiency in Microsoft Word, Excel, and Outlook

This position is subject to criminal history checks. This position does not have recurring access to vulnerable populations.

The JV Recruiter will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

#### **Work Environment/Conditions**

- 40% of work completed in office environment.
- 60% of work involves out of office travel:
  - One week Orientation for JV/AmeriCorps members in Boring, Oregon
  - Fall and winter/spring recruitment trips (6-8 weeks at a time, with one month in the office in between)
- Weekend and evening work required. Much of the year may involve long work days.
- Vacation time restricted during most months, with the primary opportunity for time off December and January
- Staff is expected to attend all Staff Days when in the office; absence must be approved by Senior Manager/Executive Director.

#### **Physical Requirements:**

The qualified candidate will demonstrate the ability to:

- Sit and stand for long periods of time (several hours)
- Lift and carry 40 lbs. on a regular basis
- Drive a rental car for regional travel
- Fly on a commercial airplane
- Use various forms of public transportation
- Learn to navigate new cities and campuses quickly
- Ascend or descend stairs to gain access to a building or to move from one floor to another