



## JESUIT VOLUNTEER CORPS NORTHWEST

### POSITION DESCRIPTION

**Job Title:** Recruitment & Marketing Assistant (8-month)  
**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 service member to conduct national in-person and virtual recruiting of Jesuit Volunteers for eight (8) months of the year and to assist in the promotion of JVC Northwest. The Recruitment and Marketing Assistant works closely with the Recruitment and Marketing Manager to build relationships with potential JVs throughout the U.S. This position requires travel and is based out of the JVC Northwest office in Milwaukie, Oregon (just south of Portland).

The Recruitment and Marketing Assistant works to establish new relationships with potential applicants; partners with universities, community colleges, current and former members, Jesuits, and others to recruit new members; builds on existing online platforms to share the story of JVC Northwest; and engages and trains current and former JVs in recruitment. The Recruitment and Marketing Assistant also assists in ongoing contact and follow-up with potential volunteers from the office and on the road. As part of this work, the Recruitment and Marketing Assistant makes one 6-8 week trip in the fall, flying first to each region of the country and traveling by car and train within each region. In the winter and spring, the Recruitment and Marketing Assistant returns to the office to engage former JVs in recruiting, capitalizes on social media and other platforms to reach applicants, and speaks with potential JVs over the phone or video call. This At-will position begins August 26, 2019 and goes through April 24, 2020 (eight months of employment). The Recruitment and Marketing Assistant works a 40 hour work week.

#### Duties and Responsibilities

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

- 1. Be responsible for participating in Recruitment and Marketing Assistant 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. 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 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. Utilize social media and other platforms to share the JVC Northwest story:**
- a. Be responsible for connecting with current JVs to collect and publicize JV stories in recruitment campaigns, emails, and on social media.
  - b. Create weekly recruitment-focused social media content leading up to and after the application priority deadline.
  - c. Become familiar with and recruit applicants using platforms such as Handshake, ServiceYear.org, and others.
  - d. Connect with potential and current applicants that contact the JVC Northwest office.
- 6. Be responsible for working with RMM and Alumni Relations and Marketing Manager (ARMM) to advance Former Jesuit Volunteer (FJV) engagement:**
- a. Work with RMM to develop relationships with FJVs, current JVs, and other parties willing to assist with recruiting efforts.
  - b. Be the point person for FJVs who are recruiting at events and schools that JVC Northwest is not able to attend, including training FJVs.
  - c. Collaborate with the ARMM to host FJV gatherings in select cities across the country.
- 7. Be responsible for managing logistics of the Recruitment and Marketing Assistant position with support and guidance of JVC Northwest staff:**
- a. Participate in evaluation of Recruitment and Marketing Assistant 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 when on the road.
  - d. Submit accurate and timely time sheets twice monthly.
- 8. 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 within the 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.
- 9. Perform other duties as assigned.**

## **Qualifications and Requirements**

The JV Recruitment and Marketing Assistant 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
- Ability to be creative
- 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 experience required
- Proficiency in Microsoft Word, Excel, and Outlook
- Proficiency in social media

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

The JV Recruitment and Marketing Assistant 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**

- 60% of work completed in office environment.
- 40% of work involves out of office travel:
  - One week Orientation for JV/AmeriCorps members in Boring, Oregon
  - Fall recruitment trip (6-8 weeks) and occasional trips (1-3 days at a time) in the winter and spring
- Weekend and evening work required for part of the year. This role includes long work days while traveling.
- Vacation time restricted during some months.
- 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