



JVC Northwest Job Announcement Recruitment Coordinator

Jesuit Volunteer Corps (JVC) Northwest is seeking a **Recruitment Coordinator (RC)** to work closely with the Recruiting Team in the Milwaukie, OR office. The RC helps to build relationships with potential Jesuit Volunteers (JVs) throughout the U.S. and to help achieve the annual recruitment goals set forth by the organization.

The Recruitment Coordinator provides tactical support for the field recruiters which includes, but is not limited to, assisting with the implementation of the annual recruiting plan; helping to arrange recruiting visits at various venues around the country; developing a strong working relationship with key contacts at these venues; tracking all data as it pertains to the recruitment and on-going engagement with prospective volunteers; working in collaboration with the recruitment team to build on existing online platforms to share the story of JVC Northwest. The Recruitment Coordinator assists in ongoing contact and follow-up with potential volunteers. The Recruitment Coordinator engages 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. The RC reports directly to the Recruitment Manager (RM).

The ideal candidate will have at least one year of nonprofit or similar organizational experience; be a former post graduate service volunteer with a desire to tell their story; have excellent organizational, oral, and written communications skills; be self-directed and a self-starter; communicate effectively with diverse groups; encourage and empower others to serve; and be proficient in social media. The successful candidate will have a working understanding of in-person and digital marketing and communication strategies, as well as a proficiency in Microsoft Office, social media platforms, applicant tracking systems, and other web technology. Knowledge of WordPress or other CMS platforms is helpful.

Former Jesuit Volunteers, AmeriCorps members, or other national service participants are strongly encouraged to apply. Excellent work environment and benefits. JVC Northwest's generous benefits package includes full medical/dental/optical coverage for the employee, disability and life insurance, and an employer sponsored retirement plan. There are 12 paid holidays, 15 days of vacation, and retreat time. Successful clearance of pre-employment reference checks and criminal history background checks required for final hire. All JVC Northwest staff are "at will" employees.

JVC Northwest is grounded in the Jesuit Catholic tradition that propels us to work for equity in our organization and the communities in which our volunteers live and serve. We commit to critically examine our service and presence everywhere, particularly in communities of color, as well as acknowledge and amend the historical injustices of the past.

To be an equitable organization, we must provide meaningful opportunities to those who face the barriers of bias, poverty, and injustice to participate in sharing power. To this end, we intend to create and sustain an organizational culture and structure that welcomes and supports diverse staff, board, volunteers, and partner agencies. We call our constituents into this deep and wide process. This work is core to our mission of social justice. It is the work of grace and reflection of Divine love.

To apply, email JVC Northwest at info@jvcnorthwest.org with "**Recruitment Coordinator**" in the subject line for job description and application information.

Applications are due August 16th, 2019 but will be accepted on a rolling basis until a successful candidate is hired.