



## JVC Northwest Job Announcement Recruitment Manager

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST, Portland, Ore, is hiring a full-time **Recruitment Manager (RM)**. The successful candidate will work to build relationships with and recruit prospective Jesuit Volunteers (JVs) and recruitment partners throughout the U.S. to find individuals interested in providing values-driven service with one of our more than 100 inspiring partner agencies across the Northwest. This will include effective planning, programming, communications, and field-recruiting. In coordination with other staff, the RM will be responsible for developing and implementing an annual recruitment plan for potential JVs; advancing diversity, equity, and the inclusion of underrepresented communities within recruitment; help to develop materials for recruitment and program needs, including online applications, print marketing materials, and online presence; hiring and supervising two full-time staff; promoting awareness of JVC Northwest through external communications, presentations, and marketing; and performing other related tasks as needed. The RM reports to the Director of Programs. Travel will be required primarily on the West Coast but also in other areas of the country as needed.

The ideal candidate will have at least two years of nonprofit or similar organizational experience in recruitment, sales & marketing, and/or communications. The primary requirement for this position is someone who is able to easily engage with recent college graduates, build relationships with partners, and to be able to effectively promote our program and attract new volunteers. Ideally, the successful candidate will have a working understanding of in-person and digital communication strategies, as well as a proficiency in Microsoft Office, Constant Contact, or other email marketing programs, 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. 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](mailto:info@jvcnorthwest.org) with “**Recruitment Manager**” in the subject line for job description and application information.

Applications are due February 28, 2020 but will be accepted on a rolling basis until a successful candidate is hired.