



Greetings!

Thank you for your interest in the JV Recruiter position (4-month, 7-month, or permanent) with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the JV Recruiter role. **Hiring personnel will be reviewing applications on a rolling basis until a successful candidate is found.**

The JVC Northwest office is based in Milwaukie, Oregon, and the Recruiter position can be based remotely from anywhere in the United States. The Recruiter position is a unique opportunity to travel throughout the country, visit college campuses, and build relationships with university students and staff. As a Recruiter, you will share your JV experience while educating prospective volunteers about the structure of the JV program and JVC Northwest's core values.

As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status. JVC Northwest's benefits for this position include excellent healthcare benefits, paid vacation days, paid holidays, paid sick time, and an employer-sponsored 401K retirement plan after three months' employment. Because this position requires significant travel, it will also be eligible for a per diem while on the road and overtime pay as accrued. All positions are at-will positions, with no contracts.

To apply, please send the information listed below electronically to csuriano@jvcnorthwest.org as attachments titled with your last name and JV Recruiter in the subject line. **In your cover letter, please indicate if you are applying for a temporary position (4 or 7-month), permanent position, or if you are open to either.** Please include:

1. Cover letter addressing the requirements and qualifications in the position description.
2. Your complete resume.
3. The names, phone numbers, and email addresses of three professional references.
4. List of questions you may want to ask about this job at an interview.

We anticipate the JV Recruiter will start in September.

Sincerely,

Chris Suriano (he/him)
Recruitment Manager
JVC Northwest

JESUIT VOLUNTEER CORPS NORTHWEST

POSITION DESCRIPTION

Job Title:	JV Recruiter (4-month, 7-month, or permanent)
Status:	Full-time, temporary or permanent options, non-exempt, at will employee, AmeriCorps
Reports To:	Recruitment Manager
Start Date:	September, 2022
Compensation:	\$20.00 per hour + per diem

About JVC Northwest

Jesuit Volunteer Corps (JVC) Northwest responds to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly and equitably, and actively contribute to their own empowerment and positive change in their communities.

JVC Northwest is committed to equity, inclusion, and justice. We strive to be an equitable space for diverse identities including, but not limited to, race, sexual orientation and gender identity, ability/disability, religious beliefs, nationality, age, and economic status.

Position Summary

Jesuit Volunteer Corps (JVC) Northwest is seeking a passionate individual for a temporary (4 month or 7 month) or permanent position to conduct national recruiting of Jesuit Volunteers and to assist in the promotion of JVC Northwest. The Recruiter works closely with the Recruitment Manager to build relationships with prospective volunteers and targeted colleges and universities throughout the United States. This position requires frequent, extended travel and has the flexibility to work remotely from 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. The Recruiter builds on existing connections with potential volunteers, pertinent faculty/staff, former JVs, and Jesuits. The Recruiter also assists in ongoing contact and follow-up with potential volunteers from the office and on the road. For the bulk of this work, the Recruiter makes multiple 3-6 week trips over the course of the term, flying first to each region of the country and then traveling by car and train within each region. The Recruiter returns home to work remotely in between the trips. This at-will position begins in September 2022. The Recruiter works a 40-hour work week, oftentimes more than this during travel periods.

Duties and Responsibilities

In collaboration with the Recruitment Manager (RM), 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 RM to make phone and email contact with schools to schedule outreach events for visits.
- b. Work with Recruitment & Engagement team to 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 RM 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, with assistance from Communications Coordinator.

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. Develop relationships and recruit applicants to fill Public Health positions across the Northwest.
- f. Utilize classroom presentations at every available opportunity.
- g. Participate in ongoing communication with campus contacts and potential volunteers as well as appropriate follow-up to visits.
- h. Attend student Catholic Mass when possible.
- i. Seek recruitment opportunities that reach a diverse set of potential volunteers.
- j. Follow-up with students throughout the application process.

4. Conduct outreach and follow-up conversations with prospective JVs (PJVs)

- a. Respond timely to PJV inquiries by email, phone call, or text message.
- b. Send regular follow-up emails and texts to new PJVs you meet at recruitment events.
- c. Participate in recruitment events hosted by JVC Northwest, including webinars.
- d. Track communication with PJVs in data systems provided.

5. 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 summaries following each campus visit.
- c. Submit reports detailing overall recruiting efforts and participate in debriefs.

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.
- 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 the five-year strategic 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 volunteer experience with a desire to tell their 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

- During peak recruitment periods (Sept - Nov and Feb - April), up to 80% of work involves out of office travel
- During off-peak recruitment periods, nearly all work completed in remote office environment, with minimal travel required
- Weekend and evening work required. Much of the term may involve long workdays.
- Staff is expected to attend all Staff Days when not traveling; 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