



Job Title: Regional Recruiter

Location: West, Mid-Atlantic, or New England Regions (remote)

Department & Report: Recruitment, reports to Director of Recruitment

Salary: \$45,000

Overview

The Recruiter is responsible for recruiting candidates to apply for a year of service with JVC and JVC Northwest. This requires managing an effective application process from sourcing, engaging, and converting prospective JVs (PJVs) in their assigned region. The Recruiter is supervised by the Director of Recruitment and works collaboratively as needed with the Recruitment Team on at-large initiatives and efforts.

Objectives

- Grow the PJV pool and escalate attraction, engagement, and conversion towards the Jesuit Volunteers using recruitment and organizing principles and tactics
- Drive the Recruitment Cycle for all relevant constituents using relationship-management and marketing techniques

Deliverables

- Source eligible PJVs and cultivate relationships to support the application process (minimum of 120 prospects)
- Source and cultivate Community Partnerships in their region that support the Recruitment Cycle of PJVs
- Coordinate and participate in lead-generating activities or events in their assigned region (minimum of 40 events)
- Regularly update the constituent-relationship management (CRM) Database to track the Recruitment Cycle of PJVs in their assigned region
- Communicate weekly personal touchpoints to all relevant constituents
- Document PJV and Community Partners engagement for the sake of escalation and the submission of applications



Key Results

- Meet their annual goal number for candidates (submitted applications) from their region
- Establish a minimum of 3 Community Partners in each assigned community in the region

Required Knowledge, Skills, and Abilities

The Recruiter must possess knowledge, skills, and ability to successfully perform the essential responsibilities, or be able to explain or demonstrate how the responsibilities will be performed using another combination of skills and abilities.

- Demonstrated ability to prioritize and multi-task in a variety of environments and paces
- Ability to work proactively and independently and as an integral part of the team, and demonstrated leadership and team-building ability
- Strong communication, interpersonal, and presentation skills (verbal and written) in both small and large group settings
- Willingness to represent organizations and align strategically around a variety of priorities, with demonstrated ability to make sound decisions and lead others
- Required to reside within your region
- Positive track record of working with diverse and multiple groups.
- Willingness with Office systems and CRM systems (HubSpot preferred)
- High energy and passion for Recruitment in a service model, with knowledge of Recruitment Sales and Cycle Management
- Creative, confident, yet adaptable and willing to think outside the box and find new solutions
- Ability and experience to articulate the JVC and JVC Northwest culture and program to external audiences for influence, particularly with diverse populations