



Reports To: Assistant VP, Talent Management & STEM Strategies

FLSA: Exempt, Full-time

Location: Any Location, US

DESCRIPTION

Responsible for developing and executing regional college recruiting initiatives to include sourcing applicants, training and coaching of candidates and providing candidates to operations. In addition, support national recruiting activities and initiatives and other related responsibilities. The position reports to Assistant VP, Talent Management & STEM Strategies, providing recruiting support to multiple regions and Strategic Account Managers. Strong candidates will be able to demonstrate experience as a proactive problem-solver and strong communicator, and comfort in engaging people at all levels. They will be goal-oriented and confidently drive recruiting activities toward desired results. To apply, send your resume and optional cover letter to jgolden@INROADS.org.

KEY RESPONSIBILITIES

- Accountable for CRM, Talent acquisition, fulfillment and processing to match-ready status.
- Work with Assistant VP, Talent Management & Operations/STEM to develop regional recruitment plans, which includes management of assigned top-tier institutions.
- Work with AVP, Regional Director(s) and Strategic Account Managers in developing and executing recruiting support.
- Manage and support corporate client business needs and ensure client satisfaction.
- Develop and pursue sales leads to create new intern opportunities.
- Assist AVP with data analysis and interpretation to determine future opportunities and solutions.
- Act as the lead for Program Managers to coordinate planning and assist with National recruitment activities.
- Develop and implement sourcing strategies, including internet recruiting, referral generation, ad placement, posting positions, cold calling and networking to develop a qualified pool of candidates.
- Routinely track status of candidates identified and referred, and report recruitment activity.
- To maintain, through personal contacts, correspondence, and telephone calls, follow-up contact with prospective candidates.
- Facilitate recruitment orientations, information and Candidate Preparation Sessions.
- Develop effective partnerships with universities, professional and community groups.
- Provide training as needed on recruiting best practices.
- Work within established recruitment budget.
- Maintain current data in organization's database system, Sugar CRM (iCRM), of institutional and community contacts.
- Expand knowledge base within assigned clients to more effectively coach interns and to increase the quality of the service delivered to the Corporate client (knowledge of the culture, work environment, profile of successful employee, competitive landscape, business planning process, etc.).
- Assist candidates with completing timing process to reconcile complete CPS, submit documents, create video and mock interview.

KEY RESPONSIBILITIES CONT'D

- Identify and prepare match-ready candidates that match open internship positions; assist with scheduling interviews & offer process.
- Database management.
- Other duties as assigned and directed by National Director Talent Management & Head STEM Initiatives.

QUALIFICATIONS

- Bachelor's degree required. Minimum of 5 years' work experience with 3 years recruiting experience in an educational setting, corporate or nonprofit environment.
- Public-speaking experience.
- Project management experience.
- Hours are varied and irregular.- Employee must work evenings and weekends a minimum of 30% of the time and travel is required 65% of the time during the recruitment blitz season (August-March).
- Valid driver's license and insurance required.
- Must occasionally lift and carry up to 40 pounds.
- Computer literate – proficient in Microsoft Office.

OTHER KEYS SKILLS/KNOWLEDGE

- Computer literate – proficient in Microsoft Office
- Prior work experience involving college and high school students preferred.
- Previous work experience with underrepresented groups preferred.
- Excellent marketing and customer relations skills.
- Excellent oral and written communication skills.
- Ability to sell concept of INROADS.
- Highly organized.
- Ability to work independently in a focused manner, as well as in a team environment.
- Ability to handle multiple tasks and priorities with accuracy and timeliness.
- Ability to analyze and apply data.
- Must be flexible and able to competently handle recruitment responsibilities within deadlines.
- Spanish-speaking skills desired.
- Experience working in a virtual/remote management environment.
- Ability to operate general office equipment and laptop.

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