



iPROS PROGRAM COORDINATOR

Reports To: iPROS Program Manager

FLSA: Exempt

Location: Any location

DESCRIPTION

Program Coordinator – iPROS - This position will market and execute the INROADS PROFESSIONALS (iPROS) / E-blasts and Future Leaders Programs (FLP). In addition, this position will work collaboratively with different INROADS departments (Programs / SAM/BD / Development (Alumni Relations)).

KEY RESPONSIBILITIES

- Market and execute the iPROS E-blast, Future Leaders Program, and associated offerings.
- Create job announcements for the INROADS alumni audience.
- Complete administrative tasks associated with executing the iPROS Program.
- Conduct market research and develop strategies on iPROS for interested parties.
- Fulfill iPROS opportunities and account management.
- Manage the FLP application process.
- Build relationships with iPROS candidates; advise and coach candidates regarding their professional, personal, and career growth and goal setting.
- Facilitate recruitment efforts (candidate sourcing, interviewing, selection, placement, training, and development).
- Assist with the coordination and implementation of iPROS training and special events as needed.
- Coordinate with Business Development, Marketing, Alumni Relations, Talent Management, and programs on iPROS strategies.
- Create and report performance milestones monthly.
- Perform trend analysis.
- Assess, develop, plan, and execute client cultivation strategies.
- Assess resource requirements for client request.
- Assist in promotion and marketing of the INROADS brand.
- Responsible for other duties and projects as assigned to meet iPROS initiatives.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Proven working experience in program management.
- 3+ years of direct college campus recruiting.
- 3+ years of full-cycle recruiting experience.

QUALIFICATIONS CONT'D

- Working knowledge of Microsoft Office Suite (high Excel proficiency preferred).
- Excellent interpersonal, verbal, and written communication skills.
- Strong relationship management track record.
- Strategic knowledge of Social Media advertising skills (LinkedIn, Twitter, Instagram, Facebook).
- Experienced Programs Manager who has worked with Strategic and Regional Accounts as well Alumni.
- Person must be able to handle Project Management and multiple programs.

COMPETENCIES DESIRED

- Ability to operate effectively and produce results within a fast-paced, time-sensitive, results-driven environment.
- High competency and/or the ability to adapt and build/deepen knowledge of various industries, roles, offered services and skill sets needed to support attracting eligible candidates.
- Proven track record of targeted short-term recruiting results.
- Demonstrate analytical, problem-solving, organizational, interpersonal, and effective communication/presentation/facilitation skills.
- Experienced Hire Talent Acquisition recruiting skill set.
- Creative thinking.
- Program execution.
- Program budgeting.
- Entrepreneurial mindset.
- Sales skills.
- Team player.
- Leader.
- iCRM skills.

To apply, send your resume and optional cover letter to jgolden@INROADS.org.