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.