

College Recruiter (Full-time)

Overview of Coaching4Change, 501(c)(3):

Coaching4Change (C4C) mobilizes college students to serve low-income K-12 school districts, expands pathways for student success and builds a pipeline of future educators. We do this by recruiting, training, and placing local, talented, and diverse college students to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. Additionally, over 60% of our college students identify as people of color, because we know representation in schools matters. Professional educators supervise and coach the college students, creating a near-peer mentoring model that promotes growth opportunities for participants.

The Position:

We are looking for a driven College Recruiter to join our growing recruitment team! The College Recruiter will support C4C's Recruitment Manager in order to meet our strategic goal of hiring and placing 1,000 college mentors in 50 schools in 3 years. This position requires frequent travel to colleges and universities in Eastern Massachusetts and Rhode Island.

What You'll Be Doing:

With your knowledge and enthusiasm, you will implement effective year-round recruitment strategies to attract a diverse pool of qualified college mentors.

- Source candidates through a variety of means including, but not limited to: campus/virtual events, classroom presentations, information sessions, and general marketing.
- Foster relationships with new and existing stakeholders at universities, student organizations, and recruitment networks.
- Liaise with campus departments to identify candidates including: careers/internships, work-study, community/civic engagement, residence life, department heads/professors, and student organizations.
- Network with both active and passive candidates to provide information and the benefits of working with C4C.
- Maintain college mentor postings on university-hosted and public job boards/websites.
- Assist in the development of marketing materials (presentations/flyers) and social media recruitment campaigns.
- Support administrative tasks, update internal databases, compile recruitment/event reports, and execute event logistics.
- Analyze progress and results, identify best practices, and develop recommendations for C4C's recruitment strategy.
- Support the Campus Ambassador Program and Bridge Intern Program.
- Assist with other department-specific projects, as needed.

Who You Are:

If you're a people-person who can start a conversation with anyone, this job is for you. You will be stepping into an exciting role with leadership growth opportunities as the team expands.

- **Relationship-driven:** You bring empathy, openness, responsiveness, encouragement, approachability, and understanding of diverse perspectives
- **Self-starter:** You take initiative, are resourceful in solving problems, maximizing resources and are comfortable in a fast-paced, dynamic, and ever-evolving environment
- **Team-player:** You're a collaborator, ready to roll-up your sleeves and take on a tasks outside your scope of work to help others get the job done in a cooperative manner
- **Process-oriented:** You have an interest in building and maintaining organizational systems and using data/learning to improve practices and ways of working (with staff and our communities)
- **Coalition-builder:** You are comfortable and skilled at communicating with diverse audiences and demonstrate cultural competencies with a variety of stakeholders

Life at C4C:

We pride ourselves in creating a friendly, fun, and inclusive environment. Below are a few reasons to join our growing team!

- The ability to do your job in a supportive and flexible environment
- A place where you can be creative, introduce ideas, and truly own your work
- Make genuine connections with the team, our college students and our school partners
- Know that you're making a real impact in the lives of students who need it most

Compensation & Benefits:

- \$40,000-\$45,000 annual salary
- Full-time, non-exempt, hybrid position with flexible working hours
- Flexible working policy
- Flex paid vacation, holiday, sick, and personal time
- Health insurance & 401k plan offered
- Professional development opportunities
- Off-site team community building time

Job Qualifications:

- Entry-level (0-3 years) work experience
- Interest in impact-driven non-profit work
- Access to a reliable vehicle and willingness to travel within Massachusetts and/or Rhode Island
- College degree preferred
- Bilingualism (particularly Spanish) a plus

C4C recognizes that people are more than what's on their resume and strongly encourages those of all backgrounds and lived experiences to apply. We aim to build a team that reflects the vibrancy and diversity of the communities we serve.

TO APPLY:

Submit a resume and cover letter through our job application portal, which can be found on our website: <https://www.c4cinc.org/work-for-c4c/>.

Priority Application Deadline: November 20, 2024

Please let our hiring team know if you need an accommodation at any point during the interview process. Information received relating to accommodation will be addressed confidentially.

Questions? Reach out to recruitment@c4cinc.org

Coaching4Change, Inc. is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender identity, religion, sexual orientation, ethnic or national origin, physical or mental disability, genetic information, age, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. C4C makes hiring decisions based solely on qualifications, merit, and business needs at the time.