



Equity. Quality. Collaboration.

**Job Title: AmeriCorps Recruitment Specialist (Temporary)
February 2022 - July 2022**

**FLSA Classification: Part-Time Limited
Non-Exempt**

Hours: 15 hours/week

Closing Date:

Minnesota Alliance With Youth

Minnesota Alliance With Youth (“the Alliance”) works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

Position Overview

The Recruitment Specialist will work with the recruitment and operations team to achieve member enrollment objectives and goals. This role will provide a high level of relationship building and focus on efforts to promote and expand the Alliance’s AmeriCorps programs. The Recruitment Specialist will work closely with our Director of Operational Management in providing strategic and tactical recruitment support.

This temporary position is expected to end in July of 2022. Hours will be 15 hours a week. Schedules can be flexible. **Note:** Work will be remote during the Coronavirus pandemic. Incumbent will transition to the office when it has been deemed safe to do so.

Responsibilities

Essential functions include:

- Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens
- AmeriCorps Recruitment Management
 - Source, screen, interview, and recommend candidates
 - Attend virtual college and community career fairs
 - Maintain up to date and accurate postings across local, regional and national job boards
 - Partner with community organizations and schools in recruitment efforts
 - Coordinate AmeriCorps candidate interview and offer process
 - Provide CRM system (customer relationship management) support
 - Develop and coordinate outreach efforts for a stronger pipeline of candidates and members
 - Support the Director of Operational Management with overall recruitment strategy
- Participate on project teams or assignments as assigned
 - Support members through the onboarding process
 - Support compliance work and requests
- Participate in outreach opportunities as assigned

Qualifications

- Demonstrated experience understanding the impact of institutional and structural racism and bias on multiple communities, especially communities of color, in using diversity and inclusion best practices in consideration of outcomes of recruitment outreach programs
- Commitment to Alliance’s core values of equity, quality, and collaboration
- At least three (3) years of related experience (HR, recruitment, nonprofit, youth development, or related field)
 - A combination of education and experience may be substituted

Knowledge, Skills, and Abilities

- Experience incorporating the perspectives of multiple communities, including communities of color in consideration of the impacts and outcomes of their work
- Experience working with youth and a strong commitment to creating spaces for youth voice and success
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills: able to communicate effectively in person, over the phone, and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Demonstrated proactive approaches to problem-solving
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Adaptability and flexibility with various competing demands
- Ability to maintain accurate records, tracking systems, files, etc.
- Demonstrated ability to achieve performance goals and meet deadlines in a fast-paced environment
- Experience working in an office setting and organizing a program/project
- Proficient in database/spreadsheets, Microsoft Office (Outlook, Word, Excel, and Powerpoint), Adobe Acrobat, Social Media web platforms and job posting sites

Typical Work Environment

The physical demands described here represent those that an individual must meet to successfully perform the essential functions of this job.

- **Note:** Work will be remote during the Coronavirus pandemic. Incumbent will return to the office when it has been deemed safe to do so
- Able to work at a computer for long periods
- Able to work in an environment that is quiet but with many people demanding attention
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain the regular operation of standard office machines (telephone, computer, copier, and other office machines) is required.
- Able to work independently with minimal supervision
- Able to work evening and weekends for meetings and events

Compensation and Benefits

Salary range is \$19.23 - \$21.63/hour. The specific work schedule can be flexible. Hours per week is 15 hours. **The position will run through July 2022.** This position is not eligible for benefits but will accrue Sick Leave under the Earned Sick and Safe Time Ordinance. Office located in St. Paul, MN, **note:** work will be done remotely during the Coronavirus pandemic, and staff will return to the office when it has been deemed safe to do so. **To apply, interested candidates must complete a cover letter, resume and provide contact information for three references.** Please send all required materials electronically to kyang@mnyouth.net and include in the subject line **Recruitment Specialist. The priority deadline to apply is December 26, 2021, but will remain open until filled.** No phone calls please.

To learn more about Minnesota Alliance With Youth, visit our website at www.mnyouth.net.

Please note: Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations are provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.