

Employment Opportunity Recruitment Coordinator

Lasallian Volunteers of the De La Salle Christian
Brothers



Job Overview: The Recruitment Coordinator for Lasallian Volunteers, working as a team member, has responsibility for assisting in all programmatic efforts. The Recruitment Coordinator's primary responsibility is to organize, manage, support and act as key contact person for all areas of recruitment.

General Responsibilities (include, but are not limited to):

1. Development of yearly recruitment plan.
2. Coordinate recruitment efforts at all of the Lasallian colleges/universities and key non-Lasallian colleges/universities. Create, sustain and strengthen key relationships with college personnel and on-the-ground recruitment representatives (i.e., alumni, current volunteers, LV Scholars, etc.).
3. Organize registration and attendance at volunteer fairs.
4. Connect, manage and empower current LVs and LV Alums to assist with recruitment efforts; design a recruitment packet for their use and a recruitment schedule.
5. Maintain regular communication to provide guidance and support for LV Scholars.
6. Invite and accompany candidates through the discernment and application process: foster relationships with applicants; make initial and continuous contact via email, phone and on-campus meetings, keep updated database/ mailing lists of interested candidates, follow up with information requests through the website.
7. Collaborate with the Associate Director to oversee the system of processing online applications: collect, organize and create electronic files for all applicants, review applications, schedule interviews, collaborate with the LV leadership team on interview, selection and placement process of applicants.
8. Oversee production of recruitment materials and regular mailings to colleges/universities and Lasallian high schools.
9. Connect with the Volunteers, sites and communities by completing 2-4 site and community visits per semester.
10. Regularly check and manage LV social media accounts and other accounts connected to the program.
11. Assist with implementation and planning of Kitson Institute, Midyear and Debriefing Retreats.
12. Assist with overall development of the program.
13. Assist/Aid in the operations of Christian Brothers Conference.

Travel (will include but not limited to):

- College visits/recruitment (approximately 2-6 in-person visits per collegiate academic year)
- Priority to attend Recruitment fairs at Lasallian colleges/universities and key non-Lasallian colleges/universities.
- LV Retreats (July, January & May)
- Some development gatherings
- 2-4 site/community visits (Fall & Spring)
- Staff retreats
- Lasallian & non-Lasallian conferences

Qualifications:

- Previous long-term volunteer experience.
- Ability to work both independently and as part of the Lasallian Volunteers team.
- Exemplary written and verbal communication skills.
- Meticulous attention to detail and strong organizational skills.
- Willingness to participate in Lasallian formation programs.

Start Date: September 10, 2018

Benefits: Full health benefits, Employee Pension Plan, 403B Employee Match, Professional Development

Salary: Competitive

Office location: Christian Brothers Conference, Washington, D.C.

Application Deadline: August 7, 2018

Applicant should submit a resume, cover letter and three references to:

Mrs. Kathleen Swain
Director
Lasallian Volunteers
415 Michigan Ave NE
Suite 300
Washington, DC 20017
202-529-0047 ext. 122
kswain@cbconf.org