|  |
| --- |
| **Job Title: Recruitment Specialist** |
| **Department: Child and Family Development** |
| **Reports to: ERSEA Manager** |
| **Grade: EC** |
| **Supervises: N/A** |
| **FLSA Status: Non-Exempt** |
| **Prepared by: Alicia Temple and Shannon Phelps** |
| **Date: 8/16/21** |
| **Purpose:**  To promote and recruit for NMCAA Child Development programs as well as community partners with the purpose of ensuring full enrollment. | |
| **Essential functions:**   * Support the mission and vision of NMCAA * Team with NMCAA Early Childhood Programs staff to promote enrollment in accordance with the program recruitment plan. * Work with NMCAA Child Development staff, local GSRPs, and the local Intermediate School District to promote program goals. Attend local joint recruitment GSRP meetings and follow joint recruitment procedures and timelines as directed. * Complete applications with families, in accordance with the Head Start Program Performance Standards and GSRP Implantation Manual. Track and follow- up on all incomplete applications. * Attend annual income and eligibility training, recruitment and health meetings, and other activities as directed by the ERSEA and Health Manager. * Work closely with the Health / Data Management Coordinator to ensure that ChildPlus effectively reflects recruitment results. Scan and store documentation electronically as directed in ChildPlus. * Monitor trends in the community or region and adapt recruitment strategies as necessary. * Create posters, flyers, mailings and other advertising and promotional activities for Early Childhood Programs in print, social media, text, email, and website management. * Research, purchase, and provide a recruitment give-away inventory. * Organize Events within Early Childhood Programs, including recruitment of staff, display, promotional materials, and registrations. * Maintain professional and personal confidentiality. * Utilize the payroll system to meet employment requirements. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. * Utilize the ChildPlus system. * Maintain Outlook calendar that is accessible to staff. * Performs other incidental and related duties as required and assigned. | |
| **Position Objectives:**   * To represent and promote the agency and Early Childhood Programs in a professional, friendly, and caring manner. * To ensure full enrollment of NMCAA Head Start, NMCAA GSRP and Collaborative Partners through recruitment and application processes. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * Cooperation and feedback from families and colleagues. * The ability to represent NMCAA professionally in service to families and the larger community. * Performs job duties in accordance with agency policies and procedures. * Adheres to NMCAA employee performance review expectations based off the Cornerstones of Culture, Working Habits, Job Performance, and Personal Goals. | |
| **Minimum Education:**   * High School Diploma * Associates Degree or higher in Early Childhood Education, Human Services, Marketing, or similar, desirable | |
| **Minimum Experience:**   * Prior experience working with vulnerable populations. * Experience working in a team environment. | |
| **Essential Abilities:**   * Commitment to the NMCAA Mission and Vision. * Commitment to the Program Philosophy. * Adhere to and promote the Cornerstones of Culture. * Maintain confidentiality. * Interact positively with colleagues and clients in a non-judgmental, tactful, and courteous manner. * Suggest innovative approaches in completing job responsibilities. * Work openly and cooperatively as a team member. * Ability to plan, organize and prioritize. * Willingness to seek further training and education. | |
| **Minimum Skills Required:**   * Ability to partner cooperatively with other agencies, GSRP partners, the Intermediate School District and health entities. * Effective written and interpersonal communications skills. * Basic computer skills and experience with internet access, web-based software, e-mail, and knowledge of office equipment. * Strong organizational skills with the ability to work efficiently and effectively. * Willingness to adhere to the NMCAA Child & Family Development Program Guidance Policy. | |
| **Minimum Physical Expectations:**   * Physical activity that requires lifting of 50 lbs. or more. * Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. | |
| **Minimum Environmental Expectations:**   * The Recruitment Specialist position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.  The employee is frequently exposed to noise. The employee also uses a vehicle which exposes them to potential traffic dangers and exposure to weather conditions. | |