

JOB

Recruiting Coordinator – PULSE (Pittsburgh Urban Leadership Service Experience) – Pittsburgh, PA

PULSE (Pittsburgh Urban Leadership Service Experience) seeks a high-energy individual able to coordinate PULSE's recruiting efforts and help develop a small-sized nonprofit organization as it grows. This position is a unique opportunity to play a vital role in a dynamic, vibrant non-profit with a track record of success, proven impact model, strong mission, staff and board.

PULSE cultivates a community of young servant leaders to transform Pittsburgh. PULSE invites talented university graduates to partner with Pittsburgh nonprofits for a year of service and leadership. Over the last twenty-four years, PULSE has invited about 300 young adults to partner with over 125 nonprofits, contributing some 450,000 hours of service to the city and its residents. To learn more about PULSE, visit us at <http://www.pulsepittsburgh.org>

Position Summary: The Recruiting Coordinator reports to the Operations and Partnership Director of PULSE and is responsible for the organization's consistent, high-quality recruiting of PULSE fellows. The Recruiting Coordinator coordinates all recruiting efforts of top-notch PULSE fellows, including the planning, marketing, evaluation, measurement, selection and onboarding of PULSE fellows. In addition, the Recruiting Coordinator provides support to the Operations and Program teams as needed, assisting with Marketing, Partnership, Development, and Program functions.

Job Responsibilities

Below is an overview of responsibilities and duties for this position:

Recruiting

1. Design, develop and maintain the recruitment process in the organization.
2. Design the selection matrix for choosing the optimum applicant channels and applicant sources.
3. Build applicant sources and quality relationships by researching and contacting internal customers (i.e., PULSE fellows and alumni) and external customers (i.e., University faculty and staff and other secondary providers).
4. Identify and implement appropriate and cost-effective events to drive recruitment and applications.
5. Prepare recruitment materials, make presentations, write and post PULSE positions on online job boards, advertise and strategically market PULSE to, with and through customers.
6. Devise, manage and evaluate recruitment and selection processes including tests, interviews, questionnaires, scorecards and other instruments that identify the best applicants.
7. Determine applicant qualifications by screening, interviewing applicants, analyzing responses, verifying references and assessing "PULSE fit".
8. Select, prepare and send offers to PULSE fellows.
9. Coordinate the onboarding process for confirmed PULSE fellows including communication strategy, pre-orientation, logistics, answering questions, etc.
10. Assist in the development, implementation and evaluation of an annual communication strategy and plan to prospective PULSE applicants with the PULSE team.
11. Generate online content (PULSE website and social media) that engages prospective applicants to apply to PULSE.
12. Advise Operations and Partnership Director on recruitment and selection best practices.

Operations and Program Support

1. Assisting the Operations and Partnership Director to provide support in the marketing, recruiting and onboarding of nonprofit partners.
2. In collaboration with the Program Coordinators, participate regularly in PULSE seminars building relationships, sharing skills and perspective, and creating team accountability with PULSE fellows.

3. Provide support, as needed, with marketing functions for PULSE overall, including, but not limited to, website development, social media presence, print materials, etc.
4. Provide support, as needed with development functions, particularly as it relates directly to onboarding/support raising of incoming fellows.

Preferred Qualifications

- Bachelor's degree
- 1-3 years of experience in recruiting, outreach, community organizing or other related fields
- Ability to inspire and lead young adults
- Ability to communicate with a variety of constituent groups
- Ability to work independently and multitask
- Willingness to leverage personal and professional networks
- Flexible schedule, including the ability to work some evenings and weekends
- Passion and commitment to the mission and values of PULSE
- Ability to promote the PULSE program effectively and build relationships
- Strong commitment to the organization's success
- Detail oriented and strong organizational skills
- Self-motivated
- Good spokesperson and representative of the PULSE program

TO APPLY

Interested individuals should send cover letter and resume to jobs@pulsepittsburgh.org by June 17, 2018. PULSE is an equal opportunity employer.