



Position Title: Recruitment Coordinator

Reports to: Head Start Director
Schedule: Full Time: 40 hours/week: Monday-Friday 8:00 AM – 4:30 PM
Location: Office TBD – Oklee or McIntosh
Classification: Non-Exempt
Pay Range: Grade 07

Summary: Coordinate and conduct outreach activities in the community in order to connect families with program services.

Duties and Responsibilities/Essential Functions

- Coordinating and conducting outreach activities at community events and locales that serve target population.
- Interfacing regularly with community partners to facilitate referrals.
- Supporting families with the application and enrollment process which may include delivery and pickup of documents from family homes.
- Supports staff and parents to engage in the recruitment (of children and pregnant women) efforts by creating buy-in, conducting trainings, preparing materials, and maintaining a calendar of recruitment opportunities.
- Development of key messaging strategies to increase awareness and understanding of the services provided by ICCC Head Start program. Utilize current staff for strategies to share program impacts with the community through storytelling. Track and communicate key messages and community trends, providing Head Start team with consistent and updated language to use in their direct efforts.
- Maintain a schedule for social media posts, develop materials and/or work with staff to create materials. Monitor social media effectiveness and modify efforts for optimal reach.
- Develop other digital materials necessary for recruitment purposes – digital print, video, etc. Work with external vendors / contractors as needed. Take photos / videos for use in digital materials.
- Maintain / update census lists with school districts.
- Maintain regular communication with potential families on the waitlist.
- Collaborate with management team to ensure enrollment needs are being met. Participate in weekly meetings.
- Submit monthly reports for Policy Council, Board of Directors, and other agencies as necessary.
- Communicate frequently with other staff; promote teambuilding within the HS management and agency teams; host team meetings; assist staff with duties, as needed.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program. Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Executive Director.

Education and Experience

- Minimum of an Associate Degree, preference for a degree or credential in related field OR combination of education & experience (equivalent to an AA/AAS) in public relations, communication, marketing, sales, community engagement, or other related areas.
- Preference for candidate with experience in a Head Start program.
- Intermediate to advanced computer skills. Experience in maintaining detailed records on a computer system and handwritten documents.

Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Must have flexible schedule to accommodate needs for community / recruitment events and attending Policy Council, includes some regular evening or weekend hours.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Proven written and verbal communication skills.
- Ability to motivate and lead groups of people.
- Ability to create and host presentations.
- Pass a criminal background check prior to hire date.
- Ability to drive for program purposes. Travel to various locations for training and networking opportunities, occasional overnight stay(s) will be required. Proof of a valid driver’s license and current vehicle insurance coverage.
- Must have satisfactory completion of a physical exam and health screening as required by HSPPS.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this Job, the employee is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- May occasionally need to provide supervision to children that may include classroom, family event, and/or playground supervision.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings.

Work Environment

Employee will be located in an office as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signature

_____/_____/_____
Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signature

_____/_____/_____
Date