



City Year Boston  
Position Announcement  
**Recruitment Manager**

City Year is a national service program that engages young adults from diverse racial, cultural, and economic backgrounds for a demanding year of full-time community service, leadership development, and civic engagement.

City Year's mission is to strengthen democracy through national service, civic leadership, and social entrepreneurship. We put idealism to work by tapping the civic power of young people to generate transformative community service, break down social barriers, inspire citizens to civic action, develop new leaders for the common good, and improve and promote the concept of voluntary national service.

Since its inception, City Year has operated as an “action tank” – as both a program and a think tank – constantly combining theory and practice to advance new policy ideas and make programmatic breakthroughs. City Year has worked strategically to engage and educate public officials and policy makers on many facets of City Year and national citizen service as a means to shape policy and expand the opportunities for young people to serve full-time. City Year served as the inspiration and model for creating AmeriCorps, the national service program created in 1992. Now with over 16 locations in the U.S.’ City Year is one of the largest programs of over 900 AmeriCorps programs across the nation. City Year is also working to expand the concept of national and citizen service globally, with a program in Johannesburg, South Africa.

Corps members receive a small weekly stipend and upon graduation earn an Education Award of \$4,725. The main focus and priority of City Year’s service is to engage children and youth, helping them to grow and develop, and become more successful, confident, caring, and actively engaged citizens. City Year corps members primarily serve in schools and through after-school programs providing tutoring, mentoring, and leading the children into service.

### **Position Overview**

As a member of the City Year Boston team, the Recruitment Manager will be responsible for developing systems and building capacity within the department to successfully recruit young leaders from diverse backgrounds for a demanding year of full-time community service. The Recruitment Manager is an integral part of the City Year Boston Recruitment Department as they are responsible for the both managing office operations as well as recruiting, selecting and retaining incoming corps members.

### **Responsibilities**

#### **Implement Highest Quality Recruitment Program**

- Assist Director with establishment and implementation of policies and procedures to increase application satisfaction, and streamline workflows.
- Ensure integrity of applicant information and database files by regularly reviewing reports and monitoring recruitment staff updates.
- Meet individual and department application goals based upon site and national priorities.

#### **Develop Strong External Relationships**

- Develop and implement programs for Project Leaders to ensure they successfully represent City Year and support the site’s recruitment goals.

- Serve as a resource for Project Leaders and champions seeking information, participating in outreach activities, and arranging visits with potential applicants or community stakeholders.
- Oversee creation of new online information, application, and communication tools to reach both a broad base of supporters and targeted segments of the applicant and champion communities.

### **Conduct Outreach Programs**

- Coordinate and participate approximately 200 presentations annually at high schools, universities, faith-based and youth organizations, and general career fairs.
- Train Project Leaders (2<sup>nd</sup> year corps members) to skillfully represent City Year Boston and the national service movement through presentations, electronic communications, and visits to partner organizations.
- Working in partnership with the National Recruitment Department and Information Technology, create new electronic tools (email, blogs, online video, etc.) and systems to streamline the admissions process

### **Manage Relationships with Candidates**

- Deliver the highest quality service to candidates by providing accurate and consistent information, responding to inquiries by their recommenders and parents, and proactively communicating with candidates as issues or concerns arise.
- Identify, recruit, and screen potential corps members, ages 16-25, to participate in City Year.
- Identify opportunities and systems to improve applicants' satisfaction with their application experience and lead in the implementation of these recommendations.
- Input applicant data into the City Year Recruitment database, follow up with candidates missing information, and review data to ensure accuracy.

### **Manage Events**

- Plan and implement a series of presentations, open houses, roundtables, and visits to familiarize community champions and potential applications with City Year Boston.
- Supervise Project Leaders planning recruitment events to ensure they are of the highest caliber and meet the site's admissions goals.

### **Qualifications**

- BA/BS Degree preferred and one or more year of recruiting experience
- Proven ability to work as both a team member and independent leader
- Desire to work with a diverse staff and applicant pool
- Excellent interpersonal, presentation, and interviewing skills
- Strong oral and written communication skills
- Success in managing personnel and programs/projects
- Excellent organizational skills, ability to handle multiple tasks and think critically
- Deep understanding of City Year's mission and the national service movement is helpful
- AmeriCorps/City Year Alumni are encouraged to apply

### **Additional Skills**

- Proficiency in Spanish language a plus
- Sales experience is helpful

City Year is an equal opportunity employer.

### **Compensation and Benefits**

Compensation commensurate with experience. Great benefits including health insurance with Flexible Spending Account, paid vacation, holidays, parental leave, 401K, and more.

### **Application Process**

Please mail cover letter and resume to [cjjobs@cityyear.org](mailto:cjjobs@cityyear.org) or mail to 287 Columbus Ave Boston MA 02116