



Community Recruitment Specialist

Position Summary

The Community Recruitment Specialist will be responsible for building and maintaining strategic community partnerships to help with growth of the organization with a focus on recruitment of mentors and mentees.

Accountability

The Community Recruitment Specialist reports to the Director of Programs.

Essential Responsibilities

- Build awareness of Big Brothers Big Sisters of LI through presentations, speaking engagements, in-person meetings and networking with schools/educators, community organizations, corporations, faith-based institutions and other appropriate groups.
- Manage, grow and develop partnerships: Develop a volunteer recruitment strategy tailored to targeted LI neighborhoods.
- Application Generation: Implement a strategic plan to engage individuals interested in becoming a mentor and provide support during their process.
- Attend external events including fairs, community board and neighborhood meetings.
- Brand Strengthening: Plan events with local community champions so that everyone better understands the agency's brand and our mentorship needs.
- Develop marketing and promotional materials to recruit volunteers and children
- Conduct volunteer orientation sessions monthly
- Attend/participate in agency sponsored events
- Other duties as assigned

Qualifications/Requirements

- Bachelor's degree required
- Prior sales experience highly preferred.
- Prior experience working within Youth Development a plus.
- Must have a clean, valid, NYS Driver's License. Ability to travel throughout Nassau & Suffolk Counties
- Able to work a flexible schedule, including nights and weekends
- Excellent interpersonal, diplomatic and persuasive skills to market the company to the public and students.

A successful Community Recruitment Specialist will be energetic and self-driven, outgoing and personable, able to work independently and as a part of a cohesive team.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, reach with hands and arms, talk, and hear. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FLSA Status:

Non-Exempt/Hourly

Position Location

Westbury, NY 11590 or Islandia, NY 11749

We offer a competitive salary, a comprehensive benefit package including medical, dental, vision, retirement plan and student loan reimbursement assistance and generous paid time off.

Please submit cover letter, including salary requirements, and resume via mail, email or fax to:

Carmelina Vassallo
Director of Human Resources
145 Sycamore Avenue
Islandia, NY 11749
cvassallo@bbbsli.org
fax (631)232-7955

Big Brothers Big Sisters of Long Island is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.