



Recruitment Specialist

Position Summary

The 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 children and families.

Accountability

The Recruitment Specialist reports to the Chief Program Officer.

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 recruitment strategy tailored to targeted LI neighborhoods.
- Application Generation: Implement a strategic plan to engage youth and families interested in enrolling in the program and provide support during the 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.
- Represent Brothers Big Sisters of Long Island in the community and act as local spokesperson for potential media opportunities.
- Collaborate with Digital Content Creator to conceptualize digital recruitment materials and/or social media campaigns.
- Assist in the development and creation of relevant marketing materials for recruitment efforts.
- Conduct orientation sessions.
- Attend/participate in agency sponsored events.
- Other duties as assigned.

Qualifications/Requirements

- Excellent public speaking skills; confident presenting to large audiences
- Ability to build relationships through networking and community outreach.
- Bilingual (English/Spanish) highly preferred.
- Prior sales experience 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 Recruitment Specialist will be energetic and self-driven, outgoing and personable with the ability to work independently and as a part of a cohesive team. Confidence in public speaking and presenting to large and small audiences is a critical part of this role.

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

This position will be based in our Westbury, NY 11590 office but is expected to travel throughout Nassau and Suffolk Counties, as needed.

Schedule

Tuesday – Saturday

Tuesday, Friday & Saturday – 9am – 5pm

Wednesday & Thursday – 12:30pm – 8:30

There is some flexibility in the hours and there is the ability to work a hybrid, remote schedule as well.

Salary

\$42,500 - \$50,000 commensurate with experience

We offer a competitive salary, a comprehensive benefit package including medical, dental, vision, retirement plan and STUDENT LOAN REPAYMENT ASSISTANCE, as well as generous paid time off and a remote, in-office, hybrid work schedule.

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.