RECRUITMENT COORDINATOR

NYC CIVIC CORPS

NYC Civic Corps, an AmeriCorps program launched in 2009 by NYC Service, recruits and places AmeriCorps members to serve full-time from September 1, 2020 to July 9, 2021 at select nonprofit organizations.

BREAKTHROUGH NEW YORK

Breakthrough New York (BTNY) transforms the lives of talented kids from low-income backgrounds by providing educational support from middle school through college and into careers. We also inspire talented young people to enter careers in education through our students-teaching-students model. Our goal is to create leaders who break the cycle of poverty in their families and effect positive change in their communities.

RESPONSIBILITIES

The AmeriCorps member will support the Seasonal Volunteer Recruitment team in recruiting high school and college students to fill our volunteer program roles. The member will also support Admissions & Enrollment Team in the recruitment of students and families applying to BTNY.

Seasonal Volunteer Recruitment

- Serve as a primary point of contact for all interested volunteers
- Build relationships with a wide range of groups and organizations, included but not limited to: volunteer recruitment organizations, colleges and universities, high schools, faith-based organizations, and other community partners in order to support all of Breakthrough’s volunteer recruitment efforts
- Deliver volunteer information sessions to potential volunteers
- Create and manage the intake process for new volunteers
- Develop and manage volunteer orientations for new volunteers
- Create volunteer training manual/materials
- Support in screening and matching volunteers to appropriate roles
- Ensure all volunteer data is tracked and entered into Salesforce accurately
- Create volunteer surveys to capture feedback at all volunteer events
- Analyze volunteer surveys and develop recommendations for the organization to implement
- Create a strategic volunteer engagement plan for new or expanding volunteer
- Programming
**Student Recruitment**
- Support with the outreach to local public schools through email, phone, and in person outreach
- Conduct student and family information sessions to interested families
- Support with the oversight of the student application process by following up with individual applicants, ensuring the database is up to date, and reviewing student applications
- Support with special events that relate to the student application process, namely, admissions days and the new student orientation event

**QUALIFICATIONS**
- Strong commitment to national service, the non-profit sector, and working with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Strong initiative, project management, and multi-tasking abilities
- Familiarity with Google Suite and/or Microsoft Office
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check (AmeriCorps regulations)
- US Citizen or lawful permanent resident (AmeriCorps regulations)

**Breakthrough points if you…**
- Are a Breakthrough alum
- Have taught or worked at a Breakthrough site previously
- Are proficient to fluent in Spanish, Mandarin, and/or Bengali
- Are familiar with Salesforce and data management

**COMPENSATION**
- Living allowance of up to $18,500 (pre-tax) distributed evenly throughout the term
- Unlimited Monthly MetroCard (valued at $1,397)
- Eli Segal AmeriCorps Education Award, valued at $6,195 upon successful completion
- Loan Forbearance and interest accrued paid on qualified student loans upon successful completion
- Orientation and on-going monthly training provided by NYC Service (valued at $1,250)
- Childcare assistance, if eligible
- Health Coverage (no premium or monthly enrollment fees – valued at $3,100)

**TO APPLY**
Applications will be accepted on a rolling basis from April 17, 2020 – June 25, 2020 via the [NYC Civic Corps application process](#).

Please see more information on the [official NYC Civic Corps job description](#).