



Central Recruitment Manager

Position Description

POSITION: The Literacy Lab is seeking an experienced, passionate, dynamic, outgoing full-time Central Recruitment Manager. This position supports the design and implementation of a national org-wide recruitment strategy for a fast-growing, mission driven non-profit. The Central Recruitment Manager will play a critical role in equipping team members with the most effective resources to approach the recruitment process and hiring a committed, talented, and diverse group of 600+ tutors for The Literacy Lab's programs in nine cities across the country.

ABOUT THE LITERACY LAB: The Literacy Lab provides students—in communities experiencing racial and/or economic inequities—with evidence-based, culturally responsive literacy instruction as preparation for academic, professional, and personal success.

We achieve our mission by:

- Prioritizing the development of staff, Tutors, and Fellows.
- Using data analyses to drive innovation and continuous improvement.
- Engaging in strategic partnerships to meet the needs of students, schools, and communities.

THE LITERACY LAB'S COMMUNITY IMPACT: The education system in the United States continues to be deeply impacted by a long history of unjust policies that socio-economically disinvest in communities of color. The Literacy Lab's mission is to address inequities by providing students of color with individualized reading instruction to improve their literacy skills. We believe that when young people of all races and from different economic brackets have equitable access to robust educational and professional development opportunities, they will be more successful as adults and their communities will be more resilient and prosperous. Since 2009, The Literacy Lab has provided evidence-based literacy interventions to more than 30,000 children from marginalized communities to master early literacy skills. By embedding rigorously trained tutors in pre-K classrooms and elementary schools to tutor students of color from pre-K through third grade, The Literacy Lab strives to create a full six-year continuum of support for young readers

RESPONSIBILITIES: The Central Recruitment Manager, who reports to the Director of Recruitment, is responsible for the following:

- Collaborating with marketing on the creation of effective content, resources and communication tools, to generate a diverse candidate pool of prospective tutors
- Managing regional recruitment collaboration to ensure effective implementation and operationalization of recruitment systems, processes and engagement tactics
- Leading on the development and implementation of community mapping and relationship development processes, tools, and training to support regional candidate generation
- Partnering with the Central Recruitment Team to ensure the seamless integration of recruitment systems, processes, and communications tactics.

- Leveraging candidate-facing communications, social media, and video to convey the program application process, experience; and long term benefits
- Utilizing database storage systems such as Google Drive and Salesforce to update, maintain and document marketing and communications tools, community and candidate engagement templates, guides, FAQs, etc.
- Supporting the implementation of a national org-wide recruitment strategy through coaching and continuous improvement practices
- Leveraging external, organizational, and regional trends and best practices to provide data informed advocacy, coaching, resources and guidance on recruitment tactics and processes
- Managing the design and implementation of recruitment pilots in collaboration with Central Recruitment and regional leaders
- Providing recruitment capacity support to regional teams in the form of outreach, selections, events, etc.
- Engaging in succession planning as an active aspect of the role, and ensuring that legacy documents are produced and maintained.
- Safeguarding alignment and ensuring that recruitment practices comply with all organizational guidelines, federal, state, and local employment law, and best practices
- Other duties as assigned

QUALIFICATIONS: While we will consider a broad range of backgrounds, the ideal candidate will have the following qualifications/experience:

- 3-5 years of full-time experience in recruitment, alumni relations, or a related field
- Experience implementing in person and virtual outreach and recruitment tactics
- Experience with historically and systemically underserved communities, education, social justice, or a related field
- Experience successfully developing collaborative relationships and building community partnerships
- Experience stewarding work across regional teams and/or cross-departmentally
- A track record of persistence, taking initiative, and relentlessly pursuing results
- Ability to collaborate and communicate effectively with a range of diverse staff and stakeholders.
- Ability to connect with, motivate, and inspire others to create change
- The ability to manage projects independently, collaboratively, and proactively with minimal direction
- Demonstrated experience utilizing technology as a fast learner and self-starter

PREFERRED QUALIFICATIONS: Although not required, we also value:

- Passion for creating career pathways and increasing representation of men of color in the education field
- Familiarity and experience with AmeriCorps program and recruitment models
- Experience with Google Suite, Handshake, Symplicity, Salesforce and other virtual recruitment software

TRAVEL: This position requires out-of-town travel of approximately 8-12 nights per year for training, events, and conferences.

WORK LOCATION: You must live in one of The Literacy Lab's current locations: Arizona, Georgia, Maryland, Massachusetts, Missouri, Ohio, Virginia, Washington D.C, and Wisconsin.

COMPENSATION AND BENEFITS: The salary range for this position is \$67,000- \$72,000. Benefits include a flexible work environment, 100% employer-paid health, dental, and vision insurance for employees and 50% for dependents, employer-paid short and long-term disability, employer-paid life insurance, a 403b retirement plan, and 120 hours of paid vacation and 240 hours paid of sick and mental-health leave.

APPLICATION DETAILS: Please send a cover letter, resume, and three references with contact information via email to jobs@theliteracylab.org (ATTN: **CENTRAL RECRUITMENT MANAGER**).

The Literacy Lab is an equal opportunity employer. The Literacy Lab's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or veteran status