



Artists For Humanity (AFH) provides under-resourced teens the keys to self-sufficiency through paid employment in art and design. Bridging economic, racial, and social divisions, AFH enriches urban communities by introducing young people's creativity to the business community.

JOB DESCRIPTION

Recruitment Coordinator

The Recruitment Coordinator is the first point of contact for our greater community to gain insight on what Artists For Humanity has to offer Boston teens. The Recruitment Coordinator will manage the entire recruiting process, from outreach, to onboarding, to job transition support, for all teens participating in the AFH employment model.

An ideal candidate for this role would be a strong communicator, adept at building relationships, data driven, reliable, highly organized, and detail-oriented.

MAJOR RESPONSIBILITIES

Outreach & Recruitment

- Drive the promotion strategy and posting of open positions across the city.
- Manage and lead a bimonthly Open House to introduce prospective teens to AFH and submit applications as appropriate.
- Build and maintain a network of ongoing, authentic relationships with contact points like teachers, counselors, community members, and organizational leaders with whom to regularly communicate AFH opportunities.
- Seek out and coordinate off-site recruitment opportunities at job fairs, schools, and partner-org events, and follow up on leads generated.
- Work with the Marketing team to create collateral, social media, and communications with the purpose of identifying and connecting with ideal-AFH teens, or those unfamiliar with the organization, in new, creative, and strategic ways.
- Share the fun, learning, friends, connections and paycheck that can come out of working at AFH, while reinforcing all of the expectations and commitment that is required of teen employees.
- Maintain and nurture the teen talent pipeline through various creative and proactive methods, including keeping a list of interested applicants.
- Create a full cycle recruitment plan for each School Year and Summer recruitment cycle, reflecting the gender, income, age, and neighborhood/school recruiting representation goals.

Application/Interview Process

- Support studios in identifying reliable teen and mentor representatives for the Teen Interview Team. Assemble and train the interview team to interview and submit hiring decisions regarding prospective teens candidates.
- Manage the interview process, materials, and content to guarantee a positive experience for teens interviewed and interviewing.
- Communicate regularly with teen candidates to support and inform them throughout the process (from initial prospect conversations through completion of their paperwork).

Onboarding

- Lead a monthly Orientation for new teen employees explaining required employment paperwork and documents, and reviewing highlights of the Teen Employee Handbook.
- Help mentors to support and remind new teen employees to complete required paperwork prior to the deadline (varies from Summer to School-Year).
- Work across multiple databases to ensure teen data across hiring, onboarding, demographics, and studio transition information is recorded in a timely and accurate manner.

Ongoing Responsibilities

- Coordinate with mentors to ensure recruitment priorities and data reflect the most recent teen information regarding studio capacity (openings) returning, exiting, and changes in studio assignment.
- Work with Development and Leadership Teams to share information on funder reporting, recruitment benchmarks, and various metrics, as requested.
- Take on a coordination role with organizational funders and partners (such as OYEO) to support a smooth and communicative partnership and teen experience. Provide administrative support for hiring and onboarding of paperwork for partner organizations when AFH serves as a lead entity.
- Act as a connective line between administrative staff, studio staff, external partners, and teens; share feedback, perceptions, and suggestions as appropriate based on the insight gathered.
- Partner with each Studio Director to manage hiring needs and maintain teen departure, return and hire.
- Other duties as assigned, relating to teen programming, external partners, and/or database systems.

KEY QUALIFICATIONS

- A minimum of 2 years of professional experience
- Experience within nonprofit organizations, arts & culture institutions, and/or education institutions
- Demonstrated ability to engage external partners, individuals, and organizations for recruitment opportunities
- Experience guiding members/students/candidates etc. through an application process
- Process and detail-oriented, reliable, self-directed
- Strong and compelling communicator verbally, in writing, and in presentations
- Experience using Google Workspace/Suite
- Experience with Salesforce is a plus