



Recruitment Coordinator

Position Description

POSITION: The Literacy Lab is seeking a dynamic, organized, outgoing full-time Recruitment Coordinator in Western Massachusetts. This position is an excellent opportunity to join a dedicated and collaborative team in a high-performing nonprofit committed to closing the literacy opportunity gap and bringing educational equity and empowerment to communities in need throughout the country. The Recruitment Coordinator is responsible for sourcing, attracting, and hiring a committed, talented, and diverse corps of roughly 35 full-time tutors for The Literacy Lab's programs in Western Massachusetts. The Recruitment Coordinator will work closely with regional team members to help outline and implement an outreach strategy aimed at achieving specific recruitment goals. This position is an external facing role and is entrepreneurial in nature - someone successful in this position will be able to effectively generate new ideas, implement innovative communication strategies, and be detail-oriented in all aspects. **The Recruitment Coordinator is a temporary position from November 14, 2023-July 2025, with the possibility to extend employment beyond July 2025 pending funding.**

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. The Literacy Lab serves children from age three through grade three. We partner with school districts to help close the literacy gap largely by embedding full-time, rigorously-trained tutors in early childhood centers and elementary schools. We continue to build a collaborative and inspiring environment in which student-centeredness, DEI growth, common purpose, and community thrive.

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 from pre-K through third grade, The Literacy Lab strives to create a full six-year continuum of support for young readers.

JOB RESPONSIBILITIES: The Recruitment Coordinator, who reports to the Regional Director, is responsible for the following:

- Developing and implementing a recruitment outreach strategy that includes creative approaches to attract a diverse applicant pool.
- Building relationships with universities, high schools, and relevant community organizations to create long-term pipelines of applicants; serve as an ambassador for The Literacy Lab.
- Managing the regional recruitment selection process: conducting candidate application reviews, phone screens, interviews, and offers; managing Salesforce data and processes.
- Coordinating the participation of regional Literacy Lab staff members, tutors, alumni, and other stakeholders in the recruitment outreach and selection process.
- Utilizing and creating database storage systems such as Salesforce, OneDrive, and Google Docs to ensure access to and use of key data.
- Supporting the development and implementation of communications strategies, including creating social media content and recruitment materials targeting a variety of audiences.
- Planning, conducting, and/or attending recruitment events and information sessions.
- Collaborating with the Central Recruitment team.
- Ensuring that the recruitment process complies with all AmeriCorps guidelines, federal, state, and local employment law, and best practices.

QUALIFICATIONS: We are seeking candidates with:

- An ability to connect with, motivate, and inspire others
- A deep commitment to closing the opportunity gap
- A track record of creativity, persistence, taking initiative, and relentlessly pursuing results ● Strong problem-solving skills, an entrepreneurial growth mindset, and a can-do attitude ● Strong professional written and oral communication skills; comfortable engaging with a variety of audiences
- Excellent organizational skills and attention to detail and deadlines
- Demonstrated experience as a fast learner and self-starter; able to manage projects with minimal direction
- The ability to work independently and collaboratively in a fast-paced environment
- A strong learning orientation and the ability to give and accept feedback
- Bachelor's Degree or full-time experience in a related field preferred
- Good working knowledge of Microsoft Office 2010 (or later) software, especially Word, Outlook, and Excel; experience using Salesforce is preferred. Experience using Handshake or other social media platforms, Canva or other design programs, is a plus.
- Experience in education, a related field, or in historically underserved communities is preferred.
- Experience working with AmeriCorps programs is a plus.
- Flexibility to travel or work outside of traditional business hours and flex weekly hours to attend 3-4 evening and weekend events monthly.

START/END DATES: November 14, 2023-July 2025, with the possibility to extend employment beyond July 2025 pending funding.

WORK LOCATION: This position is based in Springfield, MA.

TRAVEL: This position includes regional travel on a regular basis and may require out-of-town travel of approximately 10-15 nights per year for recruitment events, trainings, staff events, and conferences.

COMPENSATION AND BENEFITS: The salary range for this position is \$58,150. 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 cover letter, resume, and three references with contact information via email to jobs@theliteracylab.org (ATTN: MA Recruitment Coordinator)

The Literacy Lab is an equal opportunity employer that values equity and recruits a diverse, inclusive workforce. We strongly encourage women, people of color, those who live with disabilities, and folks who identify as LGBTQ2S+ to apply. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.