



Virtual Recruitment Coordinator

Position Description

POSITION: The Literacy Lab is seeking an experienced, passionate, dynamic, full-time, Virtual Recruitment Coordinator. This position supports the implementation of national recruitment and candidate cultivation practices for a fast-growing, high-performing non-profit. The Virtual Recruitment Coordinator will play a critical role in sourcing, attracting, cultivating, and hiring a committed, talented, and diverse corps of full-time tutors for The Literacy Lab's AmeriCorps programs and The Leading Men Fellowship in multiple cities across the country.

ABOUT THE LITERACY LAB: The Literacy Lab is a fast-paced, Washington, DC-based national non-profit organization with a mission to provide low-income children with individualized reading instruction, by utilizing the talents of AmeriCorps members and Leading Men Fellows, to improve their literacy skills, leading to greater success in school and increased opportunities in life. We partner with school districts to add capacity in high-need schools to close the literacy achievement gap for children before third grade. The organization currently operates in 9 regions: metro Washington, DC; Central and Tidewater, VA; Baltimore, MD; Kansas City, MO; Milwaukee, WI; Atlanta, GA; Phoenix, AZ; Cincinnati, OH; and Western Massachusetts.

RESPONSIBILITIES: The Virtual Recruitment Coordinator, who reports to the Central Recruitment Manager, is responsible for the following:

- Collaboratively planning and implementing an in-depth, virtual recruitment and cultivation strategy that engages candidates through recruitment platforms, events, and digital marketing
- Publishing, monitoring, and socializing job postings and announcements highlighting The Literacy Lab's programs
- Leveraging recruitment systems and platforms to source and engage with passive, and active candidates
- Partnering closely with regional teams to support a successful hand-off from national sourcing to the regionally centered selections process
- Safeguarding alignment and monitoring the implementation of national recruitment systems and processes
- Tracking, reporting, and interpreting analytics regarding pipeline development, cultivation practices, and ROI of recruitment efforts
- Providing recruitment support and capacity to regional teams in the form of events, outreach, and candidate selections
- Ensuring that the virtual recruitment process complies with all organizational and AmeriCorps 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:

- 2-3 years of full-time experience in virtual 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 collecting and analyzing data to influence processes and systems
- Experience stewarding work across regional teams and/or cross-departmentally
- A track record of persistence, taking initiative, and 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 using Handshake, Salesforce, Zoom, and other virtual recruitment software

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 models
- Experience with digital marketing and leveraging social media to engage emerging leaders

Travel and Work Demands: This position requires out-of-town travel of approximately 8-12 nights per year for training, events, and conferences. Performance of duties will require occasional evening or weekend work.

Work Location: This position is remote within the U.S.

Compensation and Benefits:

The salary for this position is **\$51,800**. Benefits include a flexible work environment, employer-paid health and dental insurance (employee only), employer-paid short and long-term disability, employer-paid life insurance, a 403b retirement plan, and paid vacation.

APPLICATION DETAILS:

Please send cover letter, resume, and three references with contact information via email to jobs@theliteracylab.org (with the subject **ATTN: Virtual 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. The Literacy Lab participates in the federal government's E-Verify program to determine employment eligibility. To learn more about the E-Verify program, please click [here](#).