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## Youth Recruitment and Enrollment Specialist

430 Rindge Avenue, Cambridge, MA

### **JOB PURPOSE:**

The Youth Recruitment and Enrollment Specialist (YRES) is primarily responsible for recruiting and enrolling Boston Metro North opportunity youth at YouthBuild Just A Start. This new and exciting position will work closely with youth, staff, and program leadership to build relationships and systems to identify, evaluate, and process program applications. The YRES will work energetically to connect with youth and advocates (e.g. families, teachers, community organization staff, etc.) and compassionately support them through the enrollment process. Once applicants have been accepted into the program, the YRES will ensure proper documentation is collected and filed, and that all students are enrolled in our funder databases.

### **COULD THIS ROLE BE A GOOD FIT FOR ME?:**

- Are you an enthusiastic, enterprising, and natural promoter?
- Do you enjoy working with youth of all backgrounds and needs?
- Do you naturally build relationships with those you meet?
- Do you get excited about tackling complex processes and developing simplified systems to address them?
- Are you just as comfortable presenting to a group as digging into a spreadsheet?

### **KEY RESPONSIBILITIES:**

#### Recruitment

- Support applicants through the application process, including facilitating informational sessions (in-person and virtual), scheduling interviews, coordinating academic assessments, and assisting with new student orientation
- Develop campaigns, reports, and list views within Salesforce to organize, track, and connect with applicants
- Maintain and analyze recruitment data in Salesforce to inform our recruitment strategy
- Leverage alumni participation in recruitment efforts and encourage student referrals

#### Marketing

- Design physical and digital marketing materials to drive interest in YouthBuild JAS
- Build connections with partners and applicants through digital marketing campaigns, and advertising including email and text, as well as physical flyering
- Manage social media presence to build awareness of program activities and generate enthusiasm and engagement

#### Partnership Development

- Establish and maintain effective recruitment partnerships with administrators, staff, representatives, and the public
- Facilitate informational sessions for local high schools and community organizations, incorporating compelling data and student testimonials
- Maintain an up-to-date and comprehensive database of recruitment partners
- Support the Assistant Director to cultivate new recruitment partnerships

#### Enrollment

- Distribute, collect, upload, and file student records in compliance with funder requirements
- Become expert in and enroll accepted students into funder databases, ensuring all required documentation is included
- Report periodically to funders on student demographics, supportive services, and academic, career, and post-secondary education outcomes

#### **QUALIFICATIONS / KEYS TO SUCCESS:**

Just A Start acknowledges that due to biased standards of professionalism in the workplace, many promising candidates who identify as women, GLBTQIA+, BIPOC, or those with disabilities, may not choose to apply unless they meet all job qualifications. Here at Just A Start, we encourage all candidates who are interested in the role to submit an application, even if they do not possess all job qualifications!

- Bachelor's degree and/or a minimum of three (3) years of related experience desired
- Growth mindset, student-centered outlook, and reliability are a must
- Equity-centered professional who understands the systemic barriers that opportunity youth may face
- Entrepreneurial spirit and/or creative thinking that helps the program equitably meet/exceed its enrollment goals
- Interest in marketing and outreach, project management, public speaking, and database management
- Excellent communication (written and verbal) and organizational skills
- Familiarity with GMail, GCal, GDrive, Zoom, and Salesforce (or other CRM) preferred
- Ability to occasionally work hours outside of Monday through Friday (8 - 4 PM)
- A driver's license is preferred (although not required) for recruitment/operational activities
- Acceptable CORI/SORI

#### **TO APPLY / WHAT TO EXPECT:**

Please submit a resume and cover letter that details your interest and qualifications for the role. Qualified candidates may expect the following interview process:

- 30 minute phone screen
- 1st Round Zoom Interview
- 1.5 hour final round in-person interview with YouthBuild students and staff

#### **WORK REQUIREMENTS:**

This is a 37.5 hour per week in-the-office position. All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

Contributes to create and maintain a welcoming, caring, and learning culture. Lead and/or participate in community building efforts across the organization and contribute to dialogues about and across differences in identity, and regarding cultural barriers, racial bias, and workplace norms and expectations.

**SALARY AND BENEFITS:**

The annual salary range for this position is \$58,000 – \$63,000. In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, early release at 2pm every Friday, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

**ABOUT JUST A START**

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For more than 50 years, we have focused on meeting the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential. Our programs include affordable housing, education and job training, and comprehensive support services, spanning Cambridge and beyond. We have developed and currently maintain 600 affordable apartments. To keep community members housed, we also offer financial and technical assistance to prevent evictions and support low- and moderate-income homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

[APPLY HERE](#)