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Staff Position Description

Position:	Recruitment Specialist – Temporary. Multiple positions available.
Program:	Recruitment/Human Resources
Location:	Minnesota – St. Paul, Rochester, Mankato, Duluth Iowa – Des Moines
Date Posted:	November 16, 2022
Reports To:	Recruitment Manager
Salary:	\$20.00 per hour
Schedule:	Part-Time/Temporary, non-exempt (hourly) Monday through Friday. Occasionally, weekends and evenings.
Benefits:	Not benefits eligible.

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at: conservationcorps.org/about/jedi/.

Position Summary:

The Recruitment Specialist supports the organization's recruitment processes to enroll and hire 250+ AmeriCorps (ages 18-25) and 250 youth+ (ages 15-18) Corpsmember positions. This position works in coordination with CCMI's recruitment manager, recruitment marketing team, and program staff to identify, coordinate and conduct outreach efforts aimed at targeted constituencies and organizations in both local and statewide markets. This position assists with the compilation of target lists and venues for recruitment activities, strategic outreach, and relationship-building efforts. Multiple positions available.

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Relationships:

The Recruitment Specialist reports directly to the Recruitment Manager.

Key Responsibilities:

- Compile and build CCMI's applicant sources by researching and contacting community organizations, schools, and internet sites; represent CCMI at job fairs and outreach events.
- Reach out to and connect with prospective applicants to share information about CCMI.
- Assist with posting CCMI positions on various job boards and websites.
- Work with the recruitment manager to implement tactics and measure progress against the organization's established JEDI goals.
- Work in conjunction with recruitment manager to help maintain and leverage relationships with higher education and community partner placement offices as a source to generate recruiting opportunities. This includes participating in job/career fairs and community events to widen CCMI's presence in the community.
- Research alternate places/markets to target for recruitment purposes to broaden CCMI presence and attract a diverse group of participants.
- Work closely with the marketing and communications team to ensure branding and messaging consistency in all recruitment materials, online job profiles, media, and advertising of positions.

Qualifications:

- GED or equivalent and at least 2 years professional work experience.
- Excellent communication skills, and creative problem-solving skills.
- Outgoing, self-starter, comfortable with speaking on behalf of and representing CCMI with external audiences.
- Willingness to travel regionally to participate in outreach activities, job fairs, Corps events, and partner meetings. Some overnight travel may be required. Valid driver's license required.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.
- Familiarity/experience with AmeriCorps or other national service programs a plus.
- Proficiency in MS Office, Salesforce, web-based recruitment tools, applicant tracking, and/or CRM software systems.

CCMI requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties, and skills required. All positions at CCMI may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

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Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply:

Qualified candidates should apply by sending a resume AND cover letter to HR@conservationcorps.org. Please include **Recruitment Specialist** in the email subject line.
Priority application deadline: **December 9, 2022**

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