



OPEN POSITION
DIGITAL RECRUITER - VOLUNTEERS
Marketing, External Relations & Fund Development Team
(MERFD)

ABOUT US

The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever.

ABOUT THIS POSITION

The purpose of this position is to provide support to the MERFD department to ensure our organization can recruit volunteers to serve as mentors.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position is collaborative, creative, analytical and organized.

EDUCATION & EXPERIENCE

A high school diploma is required. Experience with social media preferred.

DAY TO DAY RESPONSIBILITIES

The Digital Recruiter manages the agencies social media efforts and assists with other volunteer recruitment efforts.

TRAINING

Extensive initial and on-going training on Salesforce, volunteer management and other topics relevant to meeting our goals for **Brilliant Storytelling, Inspiring Cultivation** and **Dazzling Stewardship** is provided to the successful candidate.

SALARY RANGE & BENEFITS

Medical, dental, disability and life insurance benefits are provided. A Medical plan at no cost to the employee is available. The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year depending on the length of their employment. A simplified employee pension plan is also provided for the employee after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided. Full benefits and salary information is available upon request.

HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to careers@bigmentor.org