



## OPEN POSITION

# RECRUITMENT MANAGER-Coastal Bend

### 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 recruit volunteers, families, and business partners to participate in our program and educate the local community about Big Brothers Big Sisters of South Texas.

### CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position is personable, communicative, creative, organized, trustworthy, persuasive, able to work independently, and values different perspectives and experiences.

### EDUCATION & EXPERIENCE

Bachelor's degree in Public Relations, Marketing, Communications or related field preferred; relevant experience can be substituted for education. Must have excellent writing and public speaking skills. Computer skills, volunteer management experience, and previous sales experience preferred. Reliable transportation is a must.

### DAY TO DAY RESPONSIBILITIES

The Recruitment Manager generates new opportunities to recruit mentors and families in the Texas Coastal Bend community; completes daily tasks in Salesforce and enters inquiries in a timely manner; responds to direction from the Branch Director.

### TRAINING

Extensive initial and on-going training on the Big Brothers Big Sisters Service Delivery System and other topics relevant to providing social services is provided to the successful candidate.

### SALARY RANGE & BENEFITS

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.

**HOURS:** part-time approximately 20 hours per week; requires 10 hours per week of evening/weekend work and flexibility to meet the needs of the branch.

### HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to [careers@bigmentor.org](mailto:careers@bigmentor.org)