



Job Title

Recruitment & Outreach Manager

Role Summary

The Recruitment & Outreach Manager is an essential internal role at FLOC under the supervision of the Assistant Director of Programs, the Recruitment and Outreach Manager creates and executes a strategic plan to recruit students and volunteers for FLOC's DC-based educational programs by: 1) promoting student enrollment and managing a caseload of applicants and prospective enrolled families, 2) developing student recruitment strategy, including maintaining and growing FLOC's referral partnerships, and 3) promoting volunteer opportunities and managing a caseload of prospective volunteers.

This position does require an individual who will be comfortable working independently in the field as well as in an office setting.

Work You'll Do

The Recruitment & Outreach Manager will responsible for the following tasks:

Student and Volunteer Recruitment and Intake

- Oversees the student and volunteer intake and onboarding process by monitoring deadlines and testing and FLOC 101 sign-ups.
- Works with the Development team to create recruitment strategies and events in an effort to recruit students and volunteers.including flyering, community partnerships, tabling events, and more.
- Promptly follows up with interested families and volunteers and assists with the completion of the applications and corresponding documents.Promptly follow up with applicants and help them through the intake process, including phone and in-person conversations and group presentations.
- Organize and maintain all necessary student and volunteer documentation and paperwork, as well as process background checks for volunteers.
- Manages and maintains the student database.
- Facilitates student and volunteer orientations and engagement.
- Works with the Assistant Director of Programs and other Programs staff to continually refine and improve the student intake process.

Marketing and Partnership Development

- Works with the development team to provide weekly newsletter and updates to families regarding programs, upcoming events and deadlines. Provide a great deal of communication to parents by responding to any concerns and questions promptly.
- Highlights students with spotlight stories for the FLOC blog.

- Works with the development team to update FLOC social media accounts with pertinent content.
- Maintains existing partnerships with contacts at schools and nonprofits for student referrals, and establishes relationships with five (5) or more strategic partnerships for student recruitment and referrals annually.



Other Duties

- Managing recruitment and outreach coordinators and interns.
- Assists with training of other FLOC staff, including volunteer members and interns.
- Coordinates one FLOC signature event per year and serves on other cross-department committees and teams throughout the year as necessary.
- Maintain organized records and assist in reporting on recruitment efforts and outcomes.
- Perform other duties as assigned.

About the Team

The Recruitment & Outreach Manager will join a talented team of mission-driven staff that believes in the mission and vision at FLOC.

For Love of Children operates two programs that allow students to improve their educational skills and transform their lives. The Neighborhood Tutoring Program (NTP) helps students in grades 1-12 achieve grade-level competency in reading and math through one-on-one attention and a structured, step-by-step curriculum. The City Leaders Program serves students in grades 6-12 and beyond, helping them gain the skills needed to graduate from high school, pursue higher education, and succeed in college and career.

The Recruitment and Outreach Manager at FLOC ensures that these two programs have the volunteers and the students they need to be able to run full, strong, and successful programs.

This individual will be expected to have excellent communication skills, be exceptionally motivated, extremely organized, and a highly committed rising star who will work in Washington D.C.

Now Let's Talk About You

- You are someone with: Bachelor's degree or equivalent work experience.
- Motivation, Detailed organization skills,
- Possess excellent communication and have strong interpersonal skills.
- 1-2 years' experience in community outreach, partnership development, parent engagement, volunteer management, and/or marketing.
- Experience in public relations.
- Knowledge in advertising marketing analytics.
- Enthusiastic about the FLOC mission, education, and the nonprofit sector. Experience with FLOC programming is a plus.
- Knowledgeable about education, community-based organizations, or social services. Familiarity with the Washington, DC, community.
- Highly organized, detail oriented, and motivated to learn a variety of skills.
- Excellent oral and written communication skills.
- Strong computer skills, including Microsoft Office.
- Fluent in Spanish is a plus.

FLOC's Vision

Our vision is a city where every child's potential – regardless of zip code, skin color or family status – is unlocked with a post-secondary degree, opening the doors to success in life.

We believe...



- Every child matters and is equally important.
- The best education combines quality in the classroom with enhanced learning opportunities outside the classroom.
- Every family who needs and wants these opportunities should have guaranteed access.
- Every child deserves a clear, viable path to a post-secondary degree.

Benefits

FLOC offers competitive salaries based on the experience and skills of employees. Additionally, FLOC provides a comprehensive benefits package that includes:

- Medical
- Dental
- Vision
- 403(b)
- Ancillary benefits

Next Steps

If this sounds like the sort of role for you, apply now via indeed! Please send your **resume** and **cover letter** by visiting the link below:

https://www.indeed.com/viewjob?t=recruitment+outreach+manager&jk=2f6c6366092e3a43&_ga=2.172262177.360784428.1631553932-956636604.1615988914&_gac=1.48904916.1629927180.CjwKCAjw1JeJBhB9EiwAV612yx2ynxfBbBgAB1id7tFPJpcIF8NKEStIYqSOJW-twRf-jnkFUhJtKxoC1HEQAvD_BwE

Only competitive candidates will be contacted and invited to participate in the selection process. No phone calls please. Applications are accepted until the position is filled.

Equal Employment Opportunity Disclaimer

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.