



Position Title: Career Recruiter
Department: Career Development
Reports To: Director, Career Development
FLSA/ Status: Non-Exempt/ Full Time
Hiring Range: \$33,600 – \$40,000
Job Family: Direct Service 4a
Revised: January 2018

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

MCRC offers career training pathways to help individuals achieve livable wages. Using a "sector-focused" approach that engages local industry to find those jobs that match the client base, Mi Casa works with Denver area employers to create training programs for basic career readiness and frontline staff roles in the financial services industry. MCRC also provides career coaching, including resume, interviewing and job search assistance.

POSITION SUMMARY

The Career Recruiter conducts targeted outreach and builds and maintains strategic referral partnerships to connect Denver-area job seekers to MCRC's Career Development Program and/or other agency services. This position is responsible for recruitment, intake, assessment, and enrollment of participants into MCRC's Career programs as well as channeling prospects for any other MCRC or partner service to the appropriate point of contact. The Career Recruiter provides information about MCRC, navigates participants to the most appropriate programs and services, and provides support throughout the application and enrollment process.

KEY RESPONSIBILITIES

Participant Interaction

- Responds in English and Spanish to all inquiries about MCRC's Career Development programs and services.
- Provides information about all-agency programs in response to inquiries from prospective participants.
- Navigates prospects to appropriate MCRC programs and services.
- Reviews and processes applications and enrollment paperwork.
- Ensures completeness and accuracy of information/paperwork collected.
- Conducts follow-up with participants as needed throughout the enrollment process.
- Assesses applicants to determine program eligibility.
- Makes referrals to other resources to address barriers to success.
- Maintains ethical confidentiality standards.

Mi Casa's Mission: Our Mission is to advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



Operational Tasks

- Conducts targeted outreach, intake and enrollment processes for the Career Development Program.
- Maintains accurate knowledge of current and upcoming agency-wide recruitment needs.
- Collaborates with others to ensure effective internal communication about Career Program operations and agency-wide services.
- Works in tandem with the agency-wide Outreach Coordinator to identify referral sources and attend outreach events/activities as needed.
- Communicates externally with community partners about MCRC programs and services.

Independent Judgement

- Makes decisions about implementation of most effective outreach/recruitment/intake systems.

Evaluation

- Evaluates effectiveness of outreach and recruitment efforts in meeting enrollment goals.
- Implements program improvement efforts for agency-wide recruitment/intake processes.
- Tracks participant information and provides data for reporting as needed.
- Assists with evaluation of program outcomes with accurate data collection and input.

Fundraising and Grants Management

- Participates in fundraising and grants management efforts as needed.

QUALIFICATIONS

- Bachelor's degree in liberal arts, business, human services, social work, or a related field.
- 2-4 years of experience in sales, recruitment, intake, enrollment or related nonprofit experience.
- Bilingual in English and Spanish.
- Background check required.
- Availability for flexible schedule with some evenings and weekends.
- Highly knowledgeable of Microsoft Office programs; Salesforce knowledge a plus.

KEY COMPETENCIES

- Excellent interpersonal communication
- Proactive
- Strengths-based approach
- Respect for low-income and diverse communities
- Understanding of the barriers facing people living in poverty
- Organization and time management skills
- Flexible and adaptable to a dynamic work environment

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by January 26, 2018. Interviews may occur as qualified candidates apply.

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