



QUAKER VOLUNTARY SERVICE

Quaker Voluntary Service is an experiment at the intersection of transformational spirituality and activism, a year-long Fellowship program for young adults.

Job Title: Recruitment Coordinator

The Recruitment Coordinator reports to the Director of Program and recruits young adults from across the country to apply to Quaker Voluntary Service.

This is a year-round, non-exempt position with 6 months of full-time work (peak recruitment season Oct 1 - Mar 31) and 6 months of part-time work (off-season Apr 1 - Sept 30). Salary range is \$33,000-\$35,000. Primary responsibilities include:

- **Strengthen and expand our relationships** with people who are in a position to directly encourage young adults to consider a year of service with QVS. We anticipate the Recruitment Coordinator will develop contacts in universities and colleges (e.g. administrators, professors, student-led organizations, etc.), within yearly meetings and other Quaker groups, and within other organizations that connect to young adults. These connections will require skills for engaging with people in-person and remotely.
- **Develop and maintain a calendar of events** helping QVS prioritize when to recruit at various schools, within Friends organizations and other spiritual communities, arts and cultural organizations, social justice events, etc.
- **Develop and distribute recruitment materials.** Create appealing and informative printed and digital resources for distribution to various audiences. This includes posting directly on a variety of social media platforms and creating resources for others to use.
- **Train and support recruitment volunteers within QVS.** Help QVS Alums, Fellows, staff and local Friends successfully promote awareness of QVS by attending events and nurturing relationships.
- **Oversee our overall recruitment strategies.** Help QVS track which recruitment strategies are fruitful and which are not. Monitor our success in reaching a diverse pool of applicants. Help create consistent messages between recruitment and onboarding. Actively experiment with new strategies.

Competencies & Qualifications

- A body of work that demonstrates exceptional visual and verbal communication skills, especially when communicating with young adults.
- Experience managing your time and work goals without the structure of regular office hours.
- Administrative skills for managing budgets, organizing events, and keeping records.
- Passion for the vision and mission of Quaker Voluntary Service (Community Life, Spiritual Exploration and Social Justice). Experience in a service year program will be seen as a plus.

Compensation

\$33,000-\$35,000 for the year, which includes 6 months of full-time work and 6 months of half-time work. Starting salary based on experience and geographical location. In addition, QVS offers prorated health insurance or a \$4,500 health insurance bonus, vision care reimbursement, and ability to contribute to a 403(b) plan (unmatched). Employees working the

equivalent of .75 FT hours per week receive 18.75 PTO days, eight holidays per year, 6 sick days, and time off for the period between Christmas and New Year's Day.

QVS reserves the right to modify, interpret, or apply this job description in any way QVS desires. This job description in no way implies that these are the only duties to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." Quaker Voluntary Service is an equal opportunity employer.

How to Apply

Please email a cover letter and resume to Mike Huber mike@quakervoluntaryservice.org, the QVS Director of Program. In your cover letter, please provide contact info for three references who can speak to your competencies and qualifications. Interviews will be scheduled on a rolling basis as applications arrive, **with priority given to applications received before August 31**. The position is scheduled to begin mid- to late-September.