



Women In Non Traditional Employment Roles, Inc. (W.I.N.T.E.R.)

Position Title: Recruiter

Department: Pre-Apprenticeship Training Program

Reports to: Director of Operations

FLSA Status: Full-Time/Non-Exempt

Recruitment Focus: Internal and External Applicants

Covid-19 Considerations: All staff are required to wear face coverings/masks and be vaccinated prior to employment.

POSTING DATE: **Closing Deadline Date: Until Filled** **Internal Closing Date: N/A**

Summary:

WINTER is a private, non-profit organization that provides women with opportunities to develop themselves academically, professionally, and personally. We do this by involving women in a combination of services, including but not limited to: resource navigation, support, employment training, job placement, retention services, mentorship activities.

Position Summary:

Under the general direction of the Director of Operations. Recruiter responsibilities include recruiting candidates to enroll in pre-apprenticeship training programs, using various sources, i.e. community presentations, community fairs, social media networks/platforms, partner's meetings orientations and referrals. Responsible for conducting orientations and assessing candidate's readiness for training.

Essential Functions:

- Develops and creates recruitment and outreach strategy, tactics, and goals to meet the needs of the organization.
- Maintains a current working knowledge of low-income communities, maintains effective working relationships with parole/probation officers, social services agencies, registered apprenticeships, schools and other resources in the community to facilitate services for clients.
- Conducting research necessary to maintain up-to-date best practices for outreach and recruitment of women into the WINTER program.
- Conducts recruitment and community education and organizing.
- Plans and organizes special activities and events for recruiting.
- Submits monthly reports to supervisors and executive director

Proficiencies/Critical Skills:

- Demonstrates excellent leadership skills, which are characterized by the ability to gain respect, positively influence, accurately assess and support the agency in the achievement of its mission with and through others (internal and external).

- Decision Making – uses good judgment; evaluates alternatives in the achievement of quality outcomes
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals
- Demonstrates a high level of professionalism and work ethics.
- Interpersonal – Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
- Demonstrated commitment to progressive social change
- Demonstrates excellent communication skills (oral and written), characterized by actively listening and ensuring respectful two-communication interactions.
- Demonstrates a high level of accountability, responsibility and dependability.
- Demonstrates a positive attitude, self-discipline, and self-awareness.
- Demonstrates teamwork through cooperation and collaboration with others.
- Other duties as assigned.

Work Schedule:

- Due to the demands of service, hours and days of work may vary.

Special Note:

As an organization with a strong social mission, job responsibilities are likely to change considerably over time. The Recruiter must be flexible in her/his approach and willing to contribute extraordinary effort and judgment to learn from what works and what doesn't and change approaches based on these learnings.

Minimum Requirements/Qualifications:

- Working knowledge of UNION employment training and development.
- Working knowledge in nontraditional careers for women.
- Working knowledge of mentor programs and how to establish innovative initiatives.
- Ability to work with and motivate women of diverse backgrounds and abilities, as they pursue their goals.
- Ability to effectively work in an environment characterized by multiple simultaneous demands, changing priorities, and a heavy workload.
- Ability to develop and complete yearly work plans
- Experience and ability to plan and lead outreach events, workshops and community education efforts to recruit women using innovative education principles in formal and/or informal contexts.
- Must be open to innovation.
- Experience and ability to work with established gender-based norms.
- General computer skills and working knowledge of Microsoft Office, Excel, Print Shop, Adobe, and Publisher.
- Ability to travel in Southern California and the USA

AND

Experience/Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or
- A degree or a certificate program in community development or organizing, social or social justice or social change.
- One year of prior experience as a recruiter, community organizer in non-profit agency working in the field of social service programs/job training and development (experience may be substituted for education on a year-for-year basis).

Other Requirements:

- Valid Driver License, insurance and reliable transportation

Salary and Benefits:

- \$45,000 annually with a package of benefits totaling \$60,225 per year. **This is a full-time non-exempt position**
- Health Benefits
- 401K
- Vacation, Sick and Personal Holiday Benefits

Expected Measurable Outcomes

- Create and implement a recruitment plan.
- Create, modify and generate reports utilizing standard report writing protocols.
- Create and implement an initial orientation for prospective participants and employers
- Established procedures for monitoring job training programs.
- Support ongoing solution-based training for staff, mentors and apprentices
- Measurable outreach and education to establish employer participation
- 1000 community members will be introduced to nontraditional employment opportunities.
- 300 women will receive assessment, education, and orientation to programs
- 200 will be recruited and receive construction pre-apprenticeship/job training.
- 185 women will enter partners registered apprenticeships

In-House Candidate Procedure: In-house applicants must review the Transfers/Promotions guidelines and should complete a WINTER Transfer/Promotion Career Opportunity Application within three (3) working days of the "Posting Date." This information can be requested from Administration. The internal application should be submitted to the Executive Director by the In-House Closing Date.

APPLICATION PROCEDURE: SEND a cover letter and resume to: Women In Non Traditional Employment Roles/ Attn: Director of Operations Ms. Luz Flores at LFlores@winterwomen.org

Testing:

An oral interview & presentation (weighted 100%). Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interviews. Due to the large volume of applications we typically receive, only the most qualified applicants will be invited to participate in the examination process.

As a condition of employment, candidates may be required to pass a drug screening, and fingerprinting process.

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

**Women In Non Traditional Employment Roles, Inc.
EQUAL OPPORTUNITY EMPLOYER M/F/V/D**