



MINISTRY POSITION DESCRIPTION

POSITION TITLE: **Recruiting Associate**

ORGANIZATION OVERVIEW

YouthWorks is a nonprofit Christian faith based organization that's core purpose is to "help the Church be the Church by providing life changing, Christ centered resources for ministry."

POSITION OVERVIEW

The Recruiting Associate will be responsible for recruiting, interviewing and hiring of summer ministry staff, and serve in a summer field staff role.

DUTIES/RESPONSIBILITIES

- A. **Recruitment:** The Recruiting Associate will assist in recruiting of summer staff by contacting alumni staff, conducting visits at colleges, universities, seminaries and conferences, and following-up on employment inquiries.
- B. **Networking:** The Recruiting Associate will assist in establishing and maintaining relationships that promote ministry staff positions. Initiate contact with campus advocates, connecting with alumni and building contacts in various sources for recruiting qualified candidates.
- C. **Summer Staff Applications:** The Recruiting Associate will assist in obtaining incoming staff applications and related information, and responding to inquiries regarding the same.
- D. **Interview, Hiring and Placement Process:** The Recruiting Associate will participate in the process of interviewing and hiring candidates. Will work cohesively with recruiting team to place hired in ministry positions.
- E. **Summer Field Staff:** The Recruiting Associate will fill a summer field staff role based on experience, staff needs, and YouthWorks leadership experience.
- F. **Additional Tasks:** From time to time, the Recruiting Associate may be directed by the Director of Recruiting for additional tasks which support the overall ministry of YouthWorks.

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MINISTRY POSITION DESCRIPTION

POSITION QUALIFICATIONS (continued)

- Vital and growing relationship with Jesus Christ and comfortable sharing their faith story and expression of faith as part of their regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks
- Passion for recruiting a diverse staff, which includes ability to interact with individuals of varied backgrounds
- Excellent communication skills, both verbal and written
- Ability to instill the vision of YouthWorks' summer ministry, and the role of summer positions
- Strong organizational, multi-tasking, discernment and problem solving skills
- Self-starter who is comfortable initiating contact and networking with effective sources to recruit staff
- Servant-hearted
- Demonstrated commitment to excellence
- Prior YouthWorks staff experience preferred
- Working knowledge of Microsoft Office applications including Word, Excel and Outlook. Proficient using internet, and have ability to quickly learn other software as needed for position
- College degree and two years of ministry and/or equivalent work experience preferred

REPORTING RELATIONSHIP: The Recruiting Associate reports to the Director of Recruiting

TRAVEL: Varies during the year, and includes:

- Recruiter will be based in Minneapolis and will travel to universities, seminaries and conferences for recruiting summer staff. Travel will include some evenings and weekends.
- The Recruiting Associate will be required to travel for the summer season in a summer field staff role as assigned.

HOURS: This position is full-time, year-round. Core hours for this position generally fall within daytime hours Monday through Friday. However, evening and weekend hours are required as operational needs necessitate, especially while travelling and during the summer.

COMPENSATION AND BENEFITS: Salary commensurate with qualifications and eligible for benefits after waiting period as defined in Employee Handbook.

CONTACT: Please submit resume and/or cover letter or inquiries to the Human Resources Team, by e-mail to hr@youthworks.com.