



JESUIT VOLUNTEER CORPS

DARE TO CHANGE

## RECRUITMENT AND PLACEMENT ASSISTANT BALTIMORE, MD

JVC engages brave young believers in life-changing service, living and working with those in need to build a more just and hopeful world. This is no small task. We are looking for passionate, dedicated, resourceful and creative people to help ignite the message of the Jesuit Volunteer Corps to prospective volunteers and our loyal supporters.

Applications to this role are to be submitted via email to [careers@jesuitvolunteers.org](mailto:careers@jesuitvolunteers.org) by attaching a resume and cover letter in PDF or .doc format.

*Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.*

General information / Position in the organization				
Job Title	Recruitment and Placement Assistant		Version	1
			Date	10/09/2018
Reports to	Recruitment	Recruitment Manager		
	Screening and Placement	Admissions Manager		

Job context / Job purpose
<p>Serving as a member of both the Admissions and Recruitment teams, the Recruitment and Placement Assistant supports the effort to recruit, screen, and place incoming Jesuit Volunteers each year. The Recruitment and Placement Assistant is responsible for meeting goals identified by their managers in the context of both recruiting and screening &amp; placement.</p> <p>The Recruitment and Placement Assistant is responsible for the administrative coordination of JVC's attendance at recruitment events and communicates on an ongoing basis with the Recruitment team about event confirmation. To ensure JVC is supporting Former Jesuit Volunteers (FJVs) and local recruiters, this position offers technical assistance and answers ad hoc questions as recruiters attend and report/evaluate events. Participation in recruiting conversations with prospective volunteers (online, through our CRM, over-the-phone, and in-person) can be expected, as is participating in local/regional recruitment events.</p> <p>The Recruitment and Placement Assistant will also support the screening and placement of volunteers. The Recruitment and Placement Assistant will be responsible for managing the admissions correspondence for both agency partners and Prospective Jesuit Volunteers (PJVs). This role will regularly provide technical support to applicants for the screening and placement platform and run reports for staff/organization utilizing platform.</p> <p>Along with the Manager, the Recruitment and Placement Assistant will analyze, evaluate, and review both recruiting and screening and placement processes.</p> <p>This role reports to both the Admissions Manager and Recruiting Manager. The job involves visits to other offices, universities, agencies, and occasional retreats.</p>



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Key result area	Responsibilities and Accountabilities	KPI's
<b>PJV Recruitment</b>	Responsible for assisting in the recruiting process of PJVs	<ul style="list-style-type: none"> <li>Communicates with all FJV recruiters</li> <li>Maintains correspondence with PJVs through CRM</li> <li>Supports recruiting events, including timely distribution of printed materials</li> <li>Imports contact information into CRM for PJVs so they get program specific information</li> <li>Updates email lists</li> <li>Registers JVC for recruiting events</li> </ul>
	Responsible for the FJV recruiter relationships	<ul style="list-style-type: none"> <li>Collects reports from FJV recruiters to upload to CRM</li> <li>Administers the recruiting calendar, including weekly reminders</li> <li>Supports FJVs in submitting expense forms and works with Finance and Administration staff to ensure they are compensated in a timely manner</li> </ul>
<b>Screening and Placement</b>	Responsible for the ongoing communications with PJVs, agency partners, and screeners	<ul style="list-style-type: none"> <li>Manages the admissions correspondence for agency partners, PJVs, and external screeners</li> <li>Answers phone calls to provide support for PJVs ad agency partners</li> <li>Follows up with PJVs to provide information on next steps in admissions process/gauge their status with the JVC application</li> </ul>
	Responsible for database/records	<ul style="list-style-type: none"> <li>Tracks PJV applications at various stages of application process to ensure appropriate steps for PJVs are completed</li> <li>Troubleshoots technical issues for agency partners, PJVs, and external screeners</li> <li>Develops and runs reports for Admissions Team and JVC use</li> </ul>
	Responsible for assisting admissions staff with screening and placement process	<ul style="list-style-type: none"> <li>Conducts interviews for PJVs</li> <li>Reviews agency partner applications</li> <li>Assists in the matching process</li> <li>Submits payment requests for external screeners and works with Finance and Administration staff to ensure they are compensated in a timely manner</li> <li>Assists in the process to transition JVs to program staff</li> </ul>

Quantitative information/ Scope of the job / Degree of supervision / Authorization levels
<ul style="list-style-type: none"> <li>Monitor the satisfaction of FJVs, PJVs, external screeners, and agency partners</li> <li>In consultation with Admissions team, make decisions regarding the acceptance or declination of prospective JVs</li> <li>Informs manager of issues regarding on-campus recruiting</li> <li>Informs manager of issues regarding the screening &amp; placement experience</li> <li>Support applicants in their JVC discernment process</li> </ul>



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### Requirements: knowledge, skills and experience

- Bachelor's degree
- Experience working with young adults
- Familiarity with JVC and commitment to overall mission
- Experience with database management
- Good interpersonal skills and comfort with various constituencies
- Ability to multi-task and work both individually and as part of a team
- Flexible, ability to adjust to changing circumstances
- Strong written and oral communication skills. Ability to communicate clearly and effectively
- Familiarity with Roman Catholic Theology, particularly in the areas of service and justice
- Personal experience and comfort with Ignatian Spirituality