



Position: Community Based Recruitment Specialist (Englewood Office)

Reporting Relationship: Englewood Office Project Manager

FLSA Classification: Exempt

ABOUT BBBSMC: Big Brothers Big Sisters of Metropolitan Chicago is an affiliate of the oldest, most respected mentoring organization in the US. We are a mission driven, performance based organization that is professionally managed and provides high quality 1:1 mentoring services to over 2,100 children in Metro Chicago and their families across four counties: Cook, DuPage and Lake Counties in Illinois and Indiana.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of our revenue base upon which we build programming that meets the needs of each child individually. [Our programs](#) are [proven](#) to keep kids in school, out of trouble and on the path to post-graduate success. Learn more at www.BBBSCHGO.org.

Position Summary:

Big Brothers Big Sisters of Metropolitan Chicago (BBBSMC) helps children reach their potential through professionally supported, one-to-one relationships with caring adult volunteers. BBBSMC is seeking a professional Recruitment Specialist with a strong and proven background in recruitment.

The Recruitment Specialist is responsible for securing Big and Little participation and community partnerships through community cultivation, lead generation, and follow-up. The incumbent in this role will develop, implement and assess recruitment goals and comprehensive year-round recruitment plans and tactics for Bigs (mentors) and Littles (mentees) to meet the annual match goals. She/he/they will develop and implement short and long-term recruitment plans for targeting volunteers and youth to ensure an optimal balance of geographic and demographic factors.

In addition, the Recruitment Specialist is responsible for recruiting volunteers and youth for BBBSMC's community based mentoring program from areas assigned to the agency's Englewood Office, including, but not limited to, **East/West Garfield, North/South Lawndale, Austin, and Englewood.**

This position will be based in BBBSMC's Englewood satellite office.

Supervisory Responsibilities:

This position has no supervisory responsibilities
Responsibilities:

1. Actively represent the agency at community events, outreach opportunities and other activities that increase awareness of agency mission and volunteer needs to serve youth in the specific targeted areas.
2. Create and implement a volunteer recruitment strategy that includes community outreach efforts to obtain mentors and youth to meet annual match goals.
3. Adeptly adjust efforts to effectively balance volunteer recruitment or youth outreach needs across the Englewood Office assigned service area, and the current ratio of children participating in the program.
4. Research, identify and cultivate potential sources for volunteers including but not limited to college/universities, government agencies, corporations, churches, social organizations, non-profit agencies, law enforcement groups and professional organizations.
5. Cultivate long-term sustaining relationships with organizations, and other community partners through effective stewardship and communications.
6. Represent BBBS at community outreach events in targeted areas to build awareness of the agency, mission, and recruitment needs.
7. Research and identify informal communication networks with current volunteers and partners that will reach underrepresented groups with the goal of increasing volunteer participation in the Englewood Office service areas.
8. Track and evaluate results of recruitment and outreach efforts. Provide weekly, monthly, and quarterly progress reports for both volunteer recruitment and youth outreach efforts and forecast returns on upcoming efforts.
9. Perform other duties as assigned.

Qualifications, Education and Experience:

- Bachelor's Degree with an emphasis in communication, business and/or marketing preferred.
- Three to five years of experience in recruiting, customer service, sales or grassroots campaigns.
- Demonstrated success in sales or recruitment with proven ability to meet quantitative goals on a monthly basis.
- Persuasive written and face-to-face verbal communication skills.

- Highly motivated and self-driven to meet goals.
- Proven oral and written communication abilities with an emphasis on active listening and public presentation skills; able to facilitate presentations to varying-sized groups.
- Ability to effectively communicate program mission and volunteer needs to various constituents.
- Strong interpersonal and relationship-building skills with proven ability to work with diverse populations.
- Ability to use data analysis to identify solutions; proficient skills in information gathering, reporting, and data analysis.
- Ability to think strategically to create effective short and long term plans to reach agency goals.
- Self-starter who can work independently and takes initiative; is flexible, adaptable, organized and has a strong attention to detail.
- Able to work a flexible schedule, including evenings and weekends on a regular basis.
- **Frequent travel is required. Must have a car, valid driver's license and insurance. Willing to drive throughout the West and South Sides of Chicago.**

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

If interested in applying, please forward your resume, cover letter and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago
Attn: Human Resources
560 W. Lake St., 5th Floor
Chicago, IL 60661

BBBS is an Equal Employment Opportunity Employer.