



# JOB ANNOUNCEMENT

**The following position is currently available:**

***Volunteer Recruitment Specialist***

Full-time, non-exempt

Starting Annual Salary \$31,200 (plus benefits)

**Position Summary:**

Big Brothers Big Sisters is looking for an enthusiastic individual with a passion for improving community and a background in Sales to recruit adult volunteers to mentor under-privileged youth in Northern Nevada.

This full-time position includes medical, dental, vision, paid time off (PTO), and paid holidays.

Big Brothers Big Sisters is in the business of improving our community by supporting one-to-one mentoring relationships between volunteer mentors (Bigs) and at-risk youth living in poverty (Littles). Join our dynamic and social team for a job that is fun, challenging in all the right ways, and will teach you valuable career skills.

**Volunteer Recruitment Specialist Responsibilities:**

- Organize and track leads in the community as sources for volunteer mentors.
- Attend Networking events to create new business and individual leads in the community.
- Create, manage and cultivate corporate and community partnerships to identify volunteer prospects.
- Schedule presentations and speak at multiple events each month to bring in volunteer inquiries that support organizational goals.
- Public speaking in front of groups of varying sizes, and delivering a convincing pitch to diverse audiences on why they should become a mentor.
- Seek out and attend community events on behalf of the agency for appropriate recruitment opportunities.
- Plan volunteer recruitment events.
- Work closely with the CEO, Marketing & Public Relations Manager, Fund Development Director and Program director to develop and implement short and long-term marketing strategies and assist with planned fundraising events.
- Track and evaluate results of recruitment and outreach efforts, providing monthly progress reports to the management team.
- Other duties as assigned.

**Job Qualifications:**

- Bachelor's degree or equivalent work experience. Course-work in marketing, communications, journalism or related field preferred.
- Superb persuasive communication skills – written and spoken.
- 1-2 years of experience in a similar role, experience in public speaking, or success in sales.

- Must be self-motivated and creative to develop new recruitment strategies.
- Enthusiasm, positive sense of humor, can-do attitude and works well independently and in a team environment.
- Flexible hours – occasional nights and weekends will be required.
- Must own a car and have a valid driver's license.

**Internal Relationships:**

- Reports directly to the CEO.
- Works closely with Fund Development Director, Marketing & Public Relations Manager, and Program Director.
- Maintains professional communications and relationships with all staff.

**External Relationships:**

- Maintains professional communications and relationships with community organizations, higher education, local companies and corporations.
- Direct contact with community leaders.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Please email your resume to [dbeauvais@bbbsnn.org](mailto:dbeauvais@bbbsnn.org) by Monday, February 4, 2019 at 5:00pm**

Applicants must pass a background check prior to offer of employment.

*Big Brothers Big Sisters of Northern Nevada is an Equal Opportunity Employer*