



Recruiter position description

The Public Education Foundation is seeking to hire a full-time recruiter who can effectively attract diverse and talented candidates into the Project Inspire teacher residency.

About us

We are a small but mighty team of people who are passionate about students, teachers, and a more equitable K-12 education landscape. Under the guidance of the Public Education Foundation of Chattanooga, and in partnership with Hamilton County Department of Education, Lee University, and the University of Tennessee-Chattanooga, we recruit and train future teachers through a residency model that integrates graduate coursework and a full-year apprenticeship in a high-need school. At the end of our 14-month program, graduates of Project Inspire will have earned a master's degree and a teaching license, and commit to teaching in a high-need school in Hamilton County for four years. Project Inspire believes deeply in cultivating its graduates as teacher-leaders, so our program is committed to the residency model as a comprehensive five-year experience of growth and development, designed to provide a strong foundation in teaching students and leading adults.

About you

You value people and can cultivate meaningful relationships. You enjoy helping people to make connections and to find meaning. You are highly organized and comfortable with implementing complex, multi-step processes. You are motivated by challenge and are looking for new ways to drive change in your community.

Job description

The Project Inspire recruiter will implement a plan of action to recruit, interview, and recommend highly qualified, diverse and effective candidates for the 14-month teacher residency. The Project Inspire recruiter is solutions-oriented, thrives in a fast-paced, self-starting environment, and feels accountable to consistently providing excellent candidate experience and customer service. As part of our recruitment strategy, the Recruiter will be responsible and accountable for developing and cultivating relationships with key partner organizations in order to engage, recruit, and retain the best and brightest talent for our students in Chattanooga. This position will report to the Project Inspire director. The Project Inspire recruiter will have or develop an extensive working knowledge of the teacher preparation landscape, both regionally and nationally.

Responsibilities

Candidate recruitment (75%)

- Conduct daily outreach, follow-up and engagement with prospects and candidates in all stages of consideration for the Project Inspire teacher residency in order to build rapport and move candidates through the recruitment process from start to finish
- Answer inquiries via phone, email, online and in person in order to inform and convert candidates on a timely and consistent basis
- Collaborate with the Project Inspire staff to successfully implement diversity, equity and inclusion efforts, to include the recruitment and retention of qualified educators from a variety of cultures and backgrounds

- Manage a portfolio of universities, partner organizations and select initiatives/projects to develop and maintain relationships and practices that generate candidate pipelines
- Lead in person and online information sessions to inform and invite candidates to enter and complete the recruitment process
- Coordinate and participate in candidate selection events (i.e. team interviews, selection day events, orientation) to support retention and enrollment
- Apply technology, as appropriate, to manage, track and report information and to support data-informed, driven decision making
- Report data to the Project Inspire director on the status of performance and outcomes related to recruitment and retention

Communications and Operations (25%)

- Publish a monthly program newsletter, including content contributed by program staff and participants.
- Develop and maintain a regular social media posting calendar for the program.
- Maintain and update the Project Inspire website.
- Coordinate all communication with the program's alumni association and any other affinity groups closely tied to the program.
- Maintain all recruitment and application software/platforms used by the program
- Manage Project Inspire calendar and lead scheduling/logistics for all team and committee meetings

Qualifications

- Bachelor's degree in a related field
- At least 2 years of professional experience, preferably in recruitment
- Experience/capability to coordinate, organize and execute events
- Experience with Google Apps, social media, and/or online recruitment platforms (CRMs)

Desired competencies + experience

We are looking for someone who:

- thrives within a team context
- is a "people person"
- shows initiative with bold ideas
- communicates effectively
- thinks strategically
- is comfortable with discomfort and ambiguity
- is a lifelong learner

Benefits

We work in the heart of downtown with a caring group of passionate education advocates. We offer competitive compensation and benefits, and we get to witness the growth of rock-star teachers and inspiring students.

Interested candidates should send a resume and compelling cover letter describing your strength, related to the listed competencies, to Joni Martin at the Public Education Foundation (jmartin@pefchattanooga.org). Review of applications will begin on January 13, 2020 and will continue on a weekly basis until the position is filled.