



Job Posting: Director of Corps Member Recruitment

About North Carolina Education Corps

North Carolina Education Corps (NCEC) is a 501(c)(3) nonprofit working to provide quality whole child and academic support to students across North Carolina. NCEC was launched by the North Carolina State Board of Education and Office of the Governor in response to the impact COVID-19 is having on schools, as students struggle to keep up with learning.

COVID-19 has exacerbated academic and non-academic challenges of North Carolina's K-12 students and schools. North Carolina's 1.5 million K-12 students are dealing with learning time loss across and social-emotional challenges. Our teachers and administrators face an uphill climb to advance the sound, basic education of every student.

NCEC brings together community members to support students and teachers and accelerate learning in the wake of COVID. We do this by partnering with schools to recruit, train, and deploy "corps members." Corps members -- including community college and university students, recent graduates, and retirees -- are paid a living wage by schools to work part-time as tutors.

Corps members build relationships and connect with young students. They help teachers reach students who need additional academic support. They accelerate COVID learning recovery with students, families, and school personnel. All with the goal of improving student growth and opportunity.

During the 2021-2022 school year, NCEC corps members will serve as high-impact literacy tutors grounded in the science of reading and reading instruction. As literacy tutors, corps members will assist K-3 students with building foundational reading skills, preventing a delay in learning how to read that could otherwise affect reading to learn for years to come.

For more information on NCEC, check out our [launch video](#), [basic overview](#), and [website](#).

Job Summary

The Director of Corps Member Recruitment will be responsible for recruiting new corps members to serve as tutors in North Carolina public schools. The position will conduct outreach to university programs, community-based organizations, retired teachers, and statewide influencers among others to spread the word about North Carolina Education Corps and to identify corps member candidates, as well as foster and support an equitable and engaging hiring process.

Because NCEC is a high-growth nonprofit, the Director of Corps Member Recruitment must enjoy working in an entrepreneurial environment that is fast-paced, mission-driven, and results-oriented. We seek candidates from diverse backgrounds with a passion for our mission, drive for results, care for students, adaptability, resilience, and humility. A good sense of humor goes a long way too.

Responsibilities

Set vision and direction for corps member recruitment

- Plan, execute, and lead NCEC's corps member recruitment efforts, including developing strategies to engage with institutions of higher education, career networks, and statewide influencers as well as managing our NCEC ambassador program
- Consistently leverage learning results from successes and failures that are conclusive, specific, and evidence-based to continually improve recruitment campaigns and to inform organizational innovation and strategy
- Create and execute plan to double the number of high-impact corps members every year for the next three years, beginning with a goal of 250 corps members for the 2021–22 school year

Cultivate relationships with external stakeholders

- Build and maintain relationships with key stakeholders within institutions of higher education, partner organizations, and/or the professional community to support recruitment campaigns, maximize outreach, and promote a strong organizational brand
- Work with the Director of Marketing and Communications to develop marketing collateral and strategic messaging for distribution to potential partners
- Represent NCEC at virtual or in-person outreach and recruitment events

Identify and onboard qualified candidates

- Coordinate and conduct information sessions with prospective corps members
- Refine and lead candidate review and selection processes
- Support district managers in hiring qualified corps members
- Design and improve onboarding processes for new cohorts of corps members

Tutor

- Every employee will serve as a literacy tutor for at least one K-3 student each during the 2021-2022 school year

Perform other related duties as requested or as responsibilities dictate

Qualifications

Required

- Five to seven years of related professional experience in a human resources or recruiting capacity. Experience with public schools and higher education institutions is preferred
- Commitment to the mission and vision of North Carolina Education Corps
- Outstanding communication skills. Ability to communicate concisely and persuasively in a variety of different formats, including in-person, email, written documents, and digital presentations
- Highly organized and detail-oriented, with strong project management and organization skills. Ability to perform and prioritize multiple tasks seamlessly

Preferred

- Comfortable working in a fast-paced, high-growth organization
- Demonstrated ability to exceed performance goals, meet deadlines, and adapt to changing circumstances
- Proven ability to use outstanding interpersonal skills to build strong relationships and negotiate challenging situations in a professional way
- Prior experience with Customer Relationship Management system (CRM), from implementation stage to onboarding strongly desired. NCEC works in HubSpot
- Experience with application tracking software preferred

Impact Opportunity

- Contribute to a once-in-a-generation initiative to advance student achievement in North Carolina with a whole child and educational equity and opportunity focus
- Opportunity to contribute at NCEC at an early stage while it's on a trajectory to become an important fixture in North Carolina's education landscape

Additional Information

This position is currently remote but will transition to an in-office position in Raleigh, NC. Significant travel within North Carolina will be required. Target start date: July 1, 2021.

Pay and Benefits

The hiring range for this position is \$70,000–\$75,000 per year, depending on experience. The position will receive generous company benefits, including health, dental, vision, and life insurance coverage, a 401k, and 15 days of paid time off per year.

How to Apply

Please send your resume and a brief email describing your interest in North Carolina Education Corps to careers@nceducationcorps.org. PDF format is preferred. Include your name and the position title, Director of Corps Member Recruitment, in the email subject line.