



Recruiting Manager Job Description

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 Recruiting Manager will be responsible for managing the recruitment activities for a targeted region to facilitate the identification and recruitment of new corps members to serve as tutors in North Carolina public schools. The position will support the overall outreach, networking, and pipelining strategy 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 Recruiting Manager 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

- Develop and cultivate relationships with key stakeholders across the state of North Carolina to support recruitment campaigns, maximize outreach, and promote a strong organizational brand.
- Partner with local Public Schools Units (PSU) to develop recruiting strategy, set timeline expectations, and to understand the applicant education and experience requirements.
- Assist with job postings and advertisement processes in partnership with PSUs.
- Coordinate and conduct information sessions with prospective corps members
- Review and approve corps member applications
- Partner with NCEC team members in the onboarding of corps members by leading PSU breakout rooms, moderating or presenting.



- Maintain consistent communication with selected candidates to reduce attrition during transition of corps members to the PSUs.'
- Represent NCEC at virtual or in-person outreach and recruitment events
- Perform other related duties as requested or as responsibilities dictate

Qualifications

Required

- Bachelor's degree with two to four years of related professional experience in a human resource 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 (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 is on a trajectory to become an important fixture in North Carolina's education landscape

Additional Information

This position is currently remote and may remain a telework situation for those living outside of the Raleigh- Durham area, but applicants need to live in North Carolina as significant travel within the state will be required as well as travel to Raleigh for in person organizational meetings. Target start date: January 2022.