Program Recruiter

Position Description:
The Program Recruiter is primarily responsible for helping clients reach their goals through enrollment in our programming.

Essential Duties and Responsibilities:
The majority of the Program Recruiter’s time will be spent directly interacting with prospective clients and their support systems. These relationships should result in generating program inquiries, as well as, increased enrollment numbers within our programming.

- Develop relationships with potential clients within neighborhoods and communities, as well as, within a variety of community organizations, community centers, training centers, resource fairs, career fairs, general solicitation
- Informs potential clients of available programming and resources within our organization.
- Conducts one on one conversations and presentations with the intent of generating leads of high quality prospective clients
- Generates client leads by developing partnerships in the community
- Must be comfortable cold calling and selling the value of the organization and our programs
- Manage, organize, and supports events, meetings, and other activities to promote the organization and our programs to potential clients
- Maintain current database of contacts, events and relevant information
- Attend appropriate communications meetings and management meetings, and regularly meets for check ins
- Provides daily, weekly, monthly reports on leads generated and lead conversion

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma/GED
- At least 1 year of outside sales experience is preferred
- At least 1 year of creative lead generation and development preferred
- Demonstrated ability to nurture relationships within a wide demographic (e.g., clients to local businesses leaders within the community)
- Must have excellent presentation skills to small and large audiences
- Demonstrate professionalism
- Demonstrate confidence; has previous experience cold calling and asking for referrals
- Must have the ability to work a flexible schedule that may include early mornings or late-evenings. (Community fairs/events/meetings), and some weekend days required. (will be scheduled in advance)
• Displays and promotes high standards of ethical conduct and behaviors consistent with organizational and government standards
• Must have a valid driver’s license to operate a motor vehicle and possess an acceptable driving record, including proof of valid insurance
• Possess clear understanding of programmatic curriculum, mission and vision, and organization structure.

Work Environment
Field: Work is normally performed within neighborhoods and communities throughout Cuyahoga County requiring comfortability of performing position duties within the elements.

Office: Work is normally performed in a typical interior/office environment that requires normal safety precautions (such as in typical office or administrative work).

Physical Demands
Work is normally performed within neighborhoods and communities throughout Cuyahoga County requiring comfortability of performing position duties within the elements.

Local Travel
Frequent – more that 75% of the time.

EO/AA Employer/M/F/Protected Vet/Disabled & an equal provider of services.