RECRUITMENT AND ALUMNI MANAGER
Date Posted: January 8, 2020

Department: Engagement

Reports To: Officer of Community Engagement

Position Status: Full-time, Year Round

Position Start: Position open until filled.

Exemption Status/Reason: Exempt

Job Summary
The Vermont Youth Conservation Corps (VYCC) is hiring a full-time Recruitment and Alumni Manager (RAM) to join our talented team. This position is the friendly first contact for all new potential Corps Members and the go-to person for our vast alumni network. This is a people-person position, as the RAM gets to get out and meet young people in schools, tech centers, colleges, and communities across Vermont and interacts with young folks from all over the country online. VYCC alumni seek the RAM’s guidance with job placement and educational opportunities, excitedly share their life updates and stories about where they land, and are invited back to participate in programming. If you love connecting with young people and helping them make a difference in the world, this position is for you!

The RAM is also a leader within VYCC, teaming up with program and administrative staff, collaborating effectively to implement strategies and meet recruitment targets. They are a master networker with local and state agencies, schools, community groups, and youth organizations to find an increasingly diverse set of applicants; and they are the organizational force who maintains systems and tracks participants to gain efficiencies and quantify the short- and long-term impact of VYCC programs. Reporting to the Officer of Engagement the Recruitment and Alumni Manager is a vital member of the Engagement Team. This means they get to be part of telling crew stories and helping make Corps Members look good and feel good in how we tell the VYCC narrative!
Successful candidates must have prior experience working with young people, likely in the fields of recruitment, admissions, or enrollment, be comfortable with deadline-based programming, be an excellent teammate, find inspiration in the VYCC mission, and can quickly to establish rapport with young people between the ages of 15-26. This position is integral to the success of VYCC and is a full-time, salaried (average of 40 hours a week) role which requires some in-state travel and frequent presence in our office in Richmond.

**Essential Functions**

*Program Recruitment*

- Lead the Recruitment and Admissions Team (RAT), coordinating and coaching program staff on recruitment efforts with ultimate goal of filling all VYCC crews each year.
- Oversee, maintain, and expand VYCC’s statewide relationships with youth and young adult organizations, specifically: Vermont high schools and technical centers; agency partners at VT Department of Labor, the VT Division of Vocational Rehabilitation, and other employment organizations; youth organizations and community centers.
- Activate and find new key influencers for VYCC recruitment, including but not limited to, alumni, parents, project partners, and other strong supporters of VYCC.
- Work directly with VYCC Directors to ensure recruitment messaging, crew positions, and the overall VYCC experience is framed in ways that inspire targeted groups of young people.
- Meet annually set Corps Member recruitment targets for all crews, with a focus on: increasing and maintain Corps Member return rates, attracting a qualified Crew Leader applicant pool, and meeting diverse demographic targets.
- Lead critical assessment of the recruitment process year-round, including data management and analysis; use data to offer creative solutions to challenges during recruitment season and providing thoughtful post-season pivots to improve the applicant pool and process.
- Strengthen, maintain, and often staff VYCC’s “on the road” efforts, leading program and field staff to attend job fairs, in-person large and small-scale recruitment events, and create creative school and community-based volunteer and educational opportunities to draw new young people to apply to VYCC.

*Alumni Engagement & Storytelling*

- Build a robust Alumni program to include: inter-alumni networking through in person and virtual meet ups; career coaching; and further VYCC-based learning.
- Manage all digital communication with alumni via regular newsletters, social media engagement, website content, alumni listserv, and other means.
• Engage VYCC alumni in meaningful ways with all aspects of the organization, as storytellers, recruiters, advocates, volunteers, potential future staff and/or board members, and more.

All Corps Support & Events

• Coordinate with program staff to help current Corps Members connect alumni with post-VYCC opportunities, linking their VYCC experience with future goals and securing meaningful and rewarding post-VYCC employment.
• Fully participate in All Corps events, such as orientation and closures, as a teammate with program staff.
• Ensure Corps Members know about the alumni program and future ways VYCC adds value to their lives through these key moments in the season.
• Be a can-do member of the Engagement Team, participating in engagement related events (meet-ups, statehouse day, development events, etc.).
• Assist with engagement projects and other duties assigned.

Administrative Management

• Be a teammate in and often point person in data collection about Corps Members by: updating, assessing, curating, and providing reports for various departments.
• Develop and maintain recruitment and alumni databases and systems, including real-time data on open vs. filled positions, demographics on social identities, immediate and short-term activities of alumni, our best outreach sources, and key grant-based types of special positions.
• Oversee data management of long-time and recent alumni, tracking outcomes to inform and assess program effectiveness. Leverage this data to generate greater and sustained alumni engagement with VYCC.

Required Qualifications, Knowledge, Skills and Abilities

• Commitment to the Vermont Youth Conservation Corps mission and values
• A passion for inspiring and connecting young people to the VYCC experience
• Experience working with youth and young adults as a champion, mentor, or counselor
• Strong leadership and decision-making skills
• Outstanding project management, organizational skills and attention to detail
• Excellent interpersonal, written and verbal communication skills
• Ability to speak clearly and professionally one-on-one and in front of large groups
• Valid driver’s license and satisfactory driving record
• Ability to work some evenings and weekends when required
• Ability to travel throughout Vermont and, on rare occasions, out of state.
Preferred Qualifications:
- Previous experience in recruitment strategies and systems on a statewide (or beyond) level
- Data management know-how, preferably in Excel and/or File Maker Pro
- Strong and concise writing skills
- Adobe Suite, Wordpress, Social Media, and Microsoft program proficiency

About VYCC’s Culture, Workplace, and Compensation & Benefits

About VYCC
Our mission is to teach young people personal responsibility through meaningful work that connects us to the land, community, and one another. Youth and young adults (ages 15-26) join VYCC for practical and hands-on work, personal growth, and deep connection to the natural world by working on farm and conservation crews across the state. Learn more at VYCC.org.

Excellence and Equal Opportunity at VYCC
VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

Our Workplace
The Conservation Operations Coordinator will be based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Staff Compensation:
- Starting salary $37,500, Exempt from overtime
- Medical and dental insurance
- Annual (CTO) and sick leave
- On-going professional development
- Member of a mission-driven, fun, results-oriented, and dedicated team of professionals
- Member of a dynamic organization with tremendous impact on Vermont’s youth and environment
How to Apply
Please apply at: http://bit.ly/VYCCapp and upload a cover letter, resume, and contact information for three professional references. You will be asked for a writing sample during the hiring process. Questions regarding this position can be directed to Llu Mulvaney-Stanak, Marketing Director at Llu@vycc.org. No calls, please. Position is open until filled.

Updated 1/7/20