



RECRUITMENT AND ALUMNI MANAGER

Date Posted: December 16, 2022

Department: Engagement

Position Status: Full-time, Year Round

Position Start: Position open until filled.

Exemption Status/Reason: Exempt

Job Summary

The Recruitment and Alumni Manager (RAM) helps young people discover VYCC. This person works across departments to coordinate outreach, and spends a majority of their time interacting with prospective applicants, incoming Members, and alumni. They work closely with a network of educators and youth development professionals to facilitate referrals. This is a person-to-person position, as the RAM meets with young people in schools, tech centers, colleges, and communities in Vermont and across the country online. The RAM supports VYCC alumni in job placement, educational opportunities, and future employment at VYCC, and collects stories and data about the careers alumni pursue after VYCC.

The RAM is a leader within VYCC, working collaboratively with program and administrative staff to connect with groups of prospective applicants who have not yet found their way to VYCC or seen themselves here. They are a master networker, seeking out, establishing, and cultivating relationships at schools, universities, and aligned organizations. They are the organizational force who manages systems and relationships to identify the short- and long-term impact of VYCC programs.

Successful candidates must have prior experience working with young people, preferably in the fields of recruitment, admissions, or enrollment. They must be comfortable working in a fast-paced environment, be an effective collaborator, and find inspiration in the VYCC mission. 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. Set annual strategy; coordinate and coach staff on recruitment efforts with an annual goal of filling all VYCC crews.
- Work directly with Directors and Officers to ensure messaging, crew positions, and the overall VYCC experience are framed in ways that inspire and invite young people to learn more.
- Engage with Corps Members during and after their season to maximize return rates by engaging in our pathways offerings: Members can complete multiple seasons to build skills toward careers and educational goals.
- Maintain focus on attracting qualified Crew Leaders – these are critical positions that can be challenging to fill.
- Manage VYCC’s recruitment efforts by attending job fairs, in-person recruitment events, and school and community-based volunteer and educational events that reach ever-expanding groups.
- Lead the recruitment team in identifying national, regional, and local partnerships with youth and young adult organizations, specifically Vermont high schools and technical centers, employment organizations, youth organizations, and community centers.
- Find and activate new key influencers including but not limited to alumni, parents, project partners, and other VYCC supporters.
- Ensure a positive application experience and provide support when needed.
- Lead an annual feedback and assessment process for recruitment that includes analysis of qualitative and quantitative data. Use data to make improvements to the recruitment process.

Alumni Engagement & Storytelling

- Foster an engaged alumni community that includes, alumni networking through in-person and virtual meet ups, career coaching, and VYCC education opportunities.
- Collaborate with the Engagement Team to manage digital communication with alumni via mail, email, social media engagement, and website content.

Program Support & Events

- Connect alumni with current Corps Members to enhance career networking.
- Participate in Corps Member Training and Orientation.
- Ensure Corps Members know about Alumni Services and are able to receive support when needed.

Administrative Management

- Develop and maintain recruitment databases and systems, including real-time data on positions, demographics, outreach efforts, etc.
- Oversee alumni data management, tracking outcomes to inform and assess program effectiveness. Leverage this data to generate greater and sustained alumni engagement with VYCC.
- Convey relevant findings to program teams for improvements to program design and the Corps Member experience.

Desired Skills and Experience

- A passion for and experience working with youth and young adults as a champion, mentor, or counselor
- 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
- 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
- Adobe Suite, Wordpress, Social Media, and Microsoft program proficiency
- 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

Our Mission: Take action and build community by working and learning together with the land.

About Vermont Youth Conservation Corps

VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

Excellence and Equal Opportunity at VYCC

VYCC is committed to being an organization that is inclusive and welcoming for all employees, volunteers, and community members.

Our Workplace

This position is 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. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. 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.

Compensation & Benefits:

- Starting salary for this position is \$47,500, commensurate with skills and experience. Exempt from overtime.
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Simple IRA with matching contribution (once eligibility criteria are met)
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farmstand (organic produce and eggs)

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 Daniel Schmidt, Chief Program Officer at daniel.schmidt@vycc.org . No calls, please. Position is open until filled.

Updated 12/15/22

***Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*