



Cincinnati Youth Collaborative (CYC) Good Jobs Challenge Contract Recruiter

Position Title: Good Jobs Challenge Contract Recruiter

Background: Recruit applicants for the Good Jobs Challenge Advanced Manufacturing Program. The Program is in partnership with Advanced Manufacturing Industry Partnership (AMIP), Cincinnati Works and several other partners with the goal of placing and preparing 85 or more participants for Advanced Manufacturing roles by June 2025. The Program is designed to help train, employ and upskill individuals with no experience, related experience or decades of experience in modern manufacturing and seeks out applicants of color, women, veterans, and returning citizens. As a youth serving organization our primary focus will be on helping recent graduates who have an aptitude for STEM into these opportunities. As a partner with Cincinnati Works this role will also recruit adults who are seeking meaningful employment.

Reports To: Cincinnati Youth Collaborative's Workforce Program Manager- Good Jobs Challenge.

Contract Arrangement: Primary expectation is to meet the goals of the program. Anticipate approximately 15-20 hours a week with compensation of \$2000 a month.

Specific Duties & Expectations:

- **Goals:** To recruit a minimum of twelve qualified participants a month.
 - Successfully place at least 20 participants for each bootcamp. Bootcamps are currently held in February, June, October.
 - Meet or exceed recruiting 85 or more qualified participants by June 2025.
- **Recruitment:**
 - Represent the Good Jobs Challenge Advanced Manufacturing Program in the community.
 - Recruit candidates from local school districts and community organizations, recruit students, recent graduates, and adults for the program.
 - Create and deliver PowerPoint presentations about the Good Jobs Challenge Advanced Manufacturing Program at schools and in the community.
 - Attend community events to promote the program.
 - Provide a booth and information at career fairs to promote the program.
 - Collaborate with CYC's program team to assist in recruiting CYC students.
 - Collaborate with Cincinnati Works team to recruit adults.
- **Marketing/Website:**
 - Provide input on any marketing materials, collateral, website changes needed for recruitment efforts.
- **Participant Relationship Management:**
 - Effectively support and communicate with interested applicants through emails, texts, phone calls.
 - Document interested candidates in the project management tool.

- Follow-up with applicants to ensure they complete the initial Good Jobs Challenge application and enter their information into the PRIME system.
- Update the project management tool and successfully hand-off the applicant to the Workforce Program Manager.
- **Bootcamps:** Attend the bootcamp kick-off and graduations to support the participants.
- **Data Management:**
 - Track hours and activities related to the program.
 - Oversee the application process. Monitor the workforce email to track applications.
 - Monitor the PRIME application process to ensure the application is received and information is entered correctly.
 - Input all information into the project management tool.
- **Partnership Management:**
- Develop strong relationships with Cincinnati Works, AMIP, additional partners, employers and CYC staff to support this program.
 - Understand each of the business partners to be able to speak about and recruit with the company partners in mind.

Knowledge, Skills and Experience:

- Previous experience and/or knowledge of Advanced Manufacturing a plus.
- Minimum of 5 years working with students or young people.
- Experience with recruitment, sales or business development.
- Experience with workforce development, youth development, education or similar experience.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, and corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds. Ability to navigate and adapt to different populations based on their needs with professionalism and diplomacy.

Core Competencies:

- Passion for providing workforce advancement opportunities for young people.
- Strong business development, recruiting, selling skills.
- Strong public speaking and relationship management skills.
- Responsive customer service skills and thorough follow-up.
- Ability to be an organizational team player.
- A demonstrated commitment to diversity and inclusion.
- Experience working with diverse populations
- Strong interpersonal, oral and written communication skills with excellent and timely follow-up
- Adaptable and reliable in conflict, crisis or changing priorities.
- Excellent communication and organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- Strong presentation skills including excellent Microsoft PowerPoint or other presentation software

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job. The employee is:

- Able to sit, stand, walk, climb, stoop, kneel or balance with body motor skills sufficient to enable incumbent to move around the environment.
- Digital dexterity and hand/eye coordination in performance of tasks.

- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.

CYC is an Equal Opportunity Employer

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