



Position: Student Recruiter
Supervisor: Program Director
Location: Brooklyn, NY

BACKGROUND

NPower is a high-performing leader in providing pathways to successful digital careers for veterans and young adults from underserved communities across the US and Canada. NPower's award winning training programs use curriculum informed by senior industry leaders and labor market trends. On average, NPower graduates 85% of enrolled students, and has over an 80% rate of success for employment or continued education within 6 months of graduation. Notable corporate partners include Symantec, Cisco, Bank of America, Citi, CBS, JPMorgan Chase and HP.

We address many of the primary barriers that our veteran and young adult community confront. Beyond free technical classes, our career training programs provide in-demand certifications within weeks, paid internships, professional networking and mentorship with business leaders, soft skills coaching, connection to social services, job placement assistance, transit assistance and an opportunity for graduates to give back to the program via our professional volunteer network. We provide ongoing career coaching, advanced certifications, and leadership development for our alumni, ensuring that we are developing true pathways for long-term success for our students.

POSITION SUMMARY

NPower seeks a Student Recruiter to support the Brooklyn NPower team. The Student Recruiter will work closely with community partners to recruit young adults to attend the Tech Fundamentals and advanced programs we offer. This position will also advise several students, and be expected to work closely with the students, maintain an environment of trust and nurture, and engage with them on a daily basis in ways that contribute to both the students' and the organization's success.

Responsibilities:

Recruitment & Admissions

- Developing and maintaining relationships with young adults and workforce development agencies and community-based organizations for the purpose of recruitment
- Respond to and follow up on recruiting leads, messages, emails and other correspondences
- Attend job fairs, conferences, and other networking events
- Generate leads through the extensive use of social media
- Schedule and interview candidates for the Program
- Ensure that assessment results have been followed up with appropriate training
- Work with local NPower offices to coordinate recruiting efforts
- Collect and file necessary paperwork and documentation for each candidate

Program Administration

- Provide support as needed to employer services and social support services
- Input and maintain student information in Salesforce
- Provide management with Salesforce reports as needed
- Assist with data collection and tracking- including income, education status and program surveys

POSITION QUALIFICATIONS

Candidate Requirements:

At minimum one of the following must be met:

- a two-year degree with 2 years of experience in at least one of the following areas: workforce, recruitment/admissions or training and development experience
- a four-year college degree with 1-3 years of experience in at least one of the following areas: workforce, student recruitment, admissions or workforce training and development experience
- experience with young adult workforce development programs a plus
- must have a valid driver's license and able to travel throughout the region (approximately 25%)

Skills Needed:

- Strong business development, interpersonal and communication skills with excellent attention to detail/follow through
- Well-organized, motivated individual, with excellent communication (oral, written, and listening) skills
- Experience with public speaking
- Technology background and experience with Salesforce (preferred)
- Must be detail orientated, have excellent follow through, and work well in team-based, entrepreneurial, and diverse environment
- Experience in one or more of the following fields helpful but not required: workforce development, recruiting, education, youth development, human potential, human resources, IT staffing, or social services

Compensation

- Commensurate with experience

How to Apply

Please submit resume via email to: Theresa.suarez-johnson@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.