



**Position:** Recruitment and Admissions Manager  
**Supervisor:** Program Director  
**Location:** New Jersey

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## **BACKGROUND**

NPower is a high-performing leader in providing pathways to successful digital careers for young adults from underserved communities and veterans 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, places 100% of graduates in paid internships and has over an 80% rate of success for employment or continued education within 6 months of graduation.

We address many of the primary barriers that our veteran and young adult communities 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 committed and passionate Recruiting and Admissions Manager to work with the Jersey City, NJ, NPower team. The Recruiting and Admissions Manager will be responsible for recruiting students into the program and manage administrative affairs. They will do this by working closely with students, alumni, staff members, and community partners to support positive student outcomes, high-quality programming, and a constantly improving model of service delivery. 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 adult and veterans 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
- Present NPower Program and teach introduction classes to feeder organizations and
- 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



- Participate in regional and office events such as orientation, graduation, site visits, mock interviews, etc.
- 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
- Assist with professional development of students
- Assist Program Director with managing office, classroom and staff
- Manage office inventory
- Provide feedback for Staff Evaluations when required
- Handle all disciplinary actions for students including meetings for warnings, performance agreements, and suspensions. Assist Program Director with dismissals and withdrawal process, documentation, and meetings when required

## **POSITION QUALIFICATIONS**

At minimum one of the following must be met:

- A two-year degree with 4 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 2-3 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 state (approximately 25%)

## **Skills Needed:**

- A passion for helping people grow, develop themselves, and better their lives and their community
- A professional role model with the ability to motivate students to actively participate and engage in learning professional skills and develop habits that meet the needs of internship partners and employers
- 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 conducting analytical research and creating reports
- 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**



Submit a cover letter explaining your interest in the position and a resume to [Yanna.rosario@npower.org](mailto:Yanna.rosario@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.*