



Position: Recruitment and Admissions Manager
Supervisor: Program Director
Location: New York

BACKGROUND

NPower is a national nonprofit 501(c)(3) organization that seeks to empower under-resourced young adults and military veterans to pursue tech futures by teaching the digital and professional skills demanded by the marketplace. Our free, award-winning, technology training programs provide in-demand certifications within weeks, professional networking and mentorship with business leaders, soft skills coaching, job placement assistance and an opportunity for graduates to give back to the program via our professional volunteer network.

In order to be the best version of NPower, we remain deeply committed to our core values: Impact, Commitment, Integrity, Diversity and Humility. We work together to transform lives and strengthen communities, we are dedicated to the success of our students, employees and stakeholders, we are transparent, honest and ethical, we build respect, dignity, fairness and self-esteem and we learn from mistakes and success in equal measure. There is no endpoint to our work, we continuously strive to reach our full potential.

POSITION SUMMARY

NPower seeks a committed and passionate Recruiting and Admissions Manager to work with the New York, 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 adults, 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



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.