# National Recruiter (Full-time, temporary)

**Job Summary**: To effectively recruit ACMNP Ministry Team Members by organizing and facilitating recruitment on college and university campuses and various small group settings so that ACMNP has a high caliber and number of applicants from which to choose. The recruiter will also assist with online recruiting efforts, networking and resourcing alumni, and various administrative tasks related to recruiting, including ongoing communication with interested applicants and prospective team members.

**Requirements for all positions at ACMNP include:**

Demonstrated excellence in verbal and written communication

Strong interpersonal skills

Excellent organizational and time-management skills

Self motivated and ability to work in fast-paced team environment where multi-tasking is the norm

Proficiency in computers including Microsoft Office programs

A love and deep commitment to the ACMNP mission

A love of the national parks

**Primary Functions:**

1. **Recruiting**
   * Initiate, organize, and execute 5-6 recruitment trips working within a given budget
   * Physically visit roughly 40 colleges, universities, or seminary campuses
   * Interact with career service personnel and others on staff to organize campus visits
   * Generate and maintain a presence for ACMNP on colleges and universities within your designated regions
   * Maintain phone and email communication with prospective team members
   * Assist with researching new opportunities and partnerships to recruit prospective team members (ex: hospitality programs, ski resorts, culinary schools, outdoor ministries, GAP year, etc.)
   * Track and record all expenses
   * Retain records of student interest spreadsheets
   * Resource alumni within your given recruiting region to assist in distance recruiting efforts
2. **Publicity**
   * Create and distribute ACMNP promotional materials to alumni
   * Gather photos and quotes from alumni to share with potential applicants
   * Utilize facebook to connect with and excite potential recruits
   * Use social media to have an active presence with the campuses you will visit
   * Investigate new opportunities for online marketing and recruiting as well as update and maintain current initiatives (Handshake, job boards, university newspapers, etc.)
   * Research and implement new ways to publicize on college campuses (posters, e-newsletters, classroom announcements, chapel announcements, campus news, in dorms, etc.)
3. **Training and Support**
   * Connect with applicants who are missing components from their applications
   * Call ministry team members prior to training to answer questions and gather travel information
   * Assist with answering the phone in the spring
4. **Serve as a contributing member of the ACMNP staff team with a heart for the entire ministry**

**Skills and Qualifications:**

* Commitment to working from October 2019-April 2020
* At least one season of experience with ACMNP is strongly desired
* Passion and energy for the mission of ACMNP and telling others about it
* Clean driving record and experience traveling independently
* Flexibility and the ability to work well under pressure
* Self-starter who can handle and prioritize multiple projects
* Excellent written and verbal communication skills; strong attention to detail
* Recruiter provides a personal cell phone, laptop, and necessary travel equipment (luggage, etc.)
* Personal faith in Christ Jesus that can be expressed in an engaging manner via public speaking, leading small groups and in one on one conversation.
* Personal integrity, sensitivity and caring that inspires confidence in our constituencies with the ability to maintain strict confidentiality.
* Conversant with the breadth of Christian traditions and comfortable working cooperatively in interdenominational settings.
* Willingness to be based out of Denver for the length of the position.
* Ability to travel.

**Compensation:**

* Hourly wage, commensurate with experience in a non-profit context
* Medical and dental coverage if interested
* PTO and holidays
* Travel expenses covered while on the road (airfare, lodging, rental cars, meals, etc.)

**This position reports directly to the Director of Placement & Communications and will be responsible for achieving annual goals developed in collaboration with the Co-Executive Directors and other ACMNP staff.**