# Distance Recruiting Coordinator (Full-time, temporary)

**Job Summary**: To effectively recruit ACMNP Ministry Team Members by organizing and facilitating alumni to engage in distance recruiting efforts and visiting college and university campuses so that ACMNP has a high caliber and number of applicants from which to choose. This individual will also assist with 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**
   * Physically visit roughly 20-25 colleges, universities, or seminary campuses
   * Initiate, organize, and execute 3-4 online meetings to train and resource alumni to recruit in their specific region
   * Provide each alumni with details they will need to recruit on their campus for a tabling session
   * Interact with career service personnel and others on staff to organize campus visits
   * Coordinate alumni to represent ACMNP on their campus during career and camp fairs
   * Distribute recruiting materials, publicity items, and any other additional resources alumni will need to share the opportunity
   * Assist with researching new opportunities and partnerships to recruit prospective team members (ex: hospitality programs, ski resorts, culinary schools, outdoor ministries, GAP year, etc.)
   * Maintain ongoing communication with each regional group of alumni
   * Encourage alumni to be creative within their region to get the word out to churches, university groups, local clubs, or coffee shops
   * Track and record all expenses while working within a budget
   * Retain records of alumni’s student interest spreadsheets
   * Maintain accurate records of incentives
   * Follow up with interested candidates
2. **Publicity**
   * Create and distribute ACMNP promotional materials to alumni in collaboration with Communications Manager
   * Gather photos and quotes from alumni to share with potential applicants
   * Utilize social media to connect with and excite potential recruits
   * Investigate new opportunities for online marketing and recruiting as well as assist in updating and maintaining 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, online, campus news, in dorms, etc.)
3. **Training and Support**
   * Connect with prospective applicants who have not applied
   * Call ministry team members prior to training to answer questions and gather travel information
   * Answer general inquiries from potential applicants
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/November 2024-April 2025
* 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.)
* Conversant with the breadth of Christian traditions and comfortable working cooperatively in interdenominational settings.
* Ability to travel.

**Compensation:**

* Hourly wage of $20/hour
* PTO and paid holidays
* Travel expenses covered while on the road (airfare, lodging, rental cars, meals, etc.)
* Opportunity to work remotely or to be based out of Boise, ID or Denver, CO

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