# Placement Coordinator

**Purpose**: The Placement Coordinator will oversee team member placement by maintaining applicant tracking database, screening and selecting applicants for summer and winter placements, recommending candidates to employers, and providing overall support to the program.

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

* 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
* 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 software
* A love and deep commitment to the ACMNP mission
* A love of the national parks

**Key Responsibility Areas:**

1. Interview and screen applicants for summer and winter opportunities.
2. Respond to inquiries by email and phone from interested candidates.
3. Provide information and inspiration about park locations to those considering a placement opportunity.
4. Identify and form ACMNP teams for each national park site considering the needs of ministry teams and park locations.
5. Recommend ACMNP team members to concessionaires for employment in the park where they are designated to serve.
6. Cultivate and maintain positive working relationships with concessionaires in order to facilitate placement of ACMNP recommendations.
7. Assist with team member correspondence prior to arrival in designated park location.
8. Support team members throughout season with HR related needs and general encouragement.
9. Maintain statistics in order to facilitate on-going learning for effective ministry, including season end reviews of team members by concessionaires and their HR staff.
10. Assist colleagues with various events including pre-season training, annual fall celebration, etc.
11. Visit specified national parks to support and encourage teams and network with HR/NPS/Concession/Donor connections.
12. Research new opportunities for future ACMNP ministry teams to serve in.
13. Serve as a contributing member of the ACMNP staff team with a heart for the entire ministry.

**Skills and Qualifications:**

* Goal oriented, with strategic and tactical skills.
* Proven track record in managing details and multi-faceted projects.
* Proven track record of managing volunteers and employees in a variety of settings.
* Ability to articulate and implement strategies for effectively screening ACMNP applicants.
* Conversant with the breadth of Christian traditions and comfortable working cooperatively in interdenominational settings.
* Ability to relocate to/near Denver and to travel as needed.

*The Placement Coordinator reports to the Co-Director of Placement and Communications. They are responsible for achieving annual goals developed in collaboration with the Co-Directors. This is an exempt, full-time position. The salary will range between $45-55k annually DOE. Benefits include: generous PTO, flexible work hours, out-of-office work options, health, dental and LTD insurance, and a 3% matching employer contribution to a retirement program.*