

**Position Title: Recruitment Outreach Coordinator**

**Reports to:** Director of Operations

**Overview:** The Recruitment Outreach Coordinator is grant-funded position responsible for targeted outreach to create new pipelines for recruiting staff and data collection of recruitment efforts. This position works closely with the Director of Operations and Senior Management to define initiatives that will enhance the community's knowledge of our mission and work to promote employment and shared living providers opportunities.

**Educational Requirements:** Associates Degree or 2+ years experience in related field. Proficiency in computer & computer design programs is required.

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**Essential Job Functions:**

A) **Outreach:**

- Create presentation(s) about services and employment opportunities that CCS offers
- Connect with local organizations and present about CCS with a focus on employment opportunities
- Seek out and actively participate in local networking opportunities
- Build relationships with organizations and community members to expand familiarity with CCS
- Work closely with senior management team to establish and report on new areas for outreach

B) **Recruitment**

- Organize and provide in-house and external hiring events and presentations
- Connect with local colleges to explore presentation opportunities beyond job fairs.
- Work closely with the Director of Operations on a variety of marketing and advertising opportunities

C) **Data Collection and Reporting:**

- Collect data needed for the grant as a result of this position. Including, but not limited to all inquiries about employment, applications submitted, interviews conducted, job offers, actual hires and number of places presented, how many presented to, how many applied due to presentation, how many expressed interest in other areas of CCS
- Report information to the Grantee

D) **Required Skills**

- Proficient in Microsoft products
- Ability to develop and present engaging informational presentations to large groups of people

E) Access to Information:

In accordance with all HIPAA requirements, the Outreach and Recruitment Coordinator has authorized access to the following documentation/records:

- Inquiries and resumes of potential employees and shared living providers.

F) Physical Requirements:

- This position requires a wide range of physical requirements. Staff should have the ability to be stationary at a computer and also the ability to travel while carrying equipment and information for presentations. Staff frequently communicates with community members and must be able to exchange accurate information about the services CCS provides.

**February 6, 2024**