

RECRUITMENT COORDINATOR/YDP



Are you looking to play a critical role within our Youth Department Program? Are you ready to grow our student enrollment? Do you thrive in an environment focused on providing excellent workforce readiness and leadership opportunities for and with young adults we serve? You might be our next Recruitment Coordinator.

The Organization

For nearly ten years, Liberty's Kitchen has used food and hospitality as a platform to promote youth success and community building. Our employees are deeply committed to the organization because of our:

- Meaningful and purposeful mission
- Family-oriented environment
- Shared gathering around meals

We are guided by our mission, vision, and values:

MISSION

Liberty's Kitchen provides pathways for New Orleans young people to create and achieve their vision of success. Food—at the heart of our city's economy, culture, and future—is our chosen vehicle for change.

VISION

A community where all young people can succeed.

VALUES

Youth-Centered

We exist to be a platform for youth to create and achieve their vision of success.

Interdependent

"We are because you are." Our work in the kitchen, in the program, and in the community is highly collaborative.

Committed to Excellence

Overcoming entrenched social challenges requires vision, creativity, and effort equal to the scope of the problem.

Grounded in Racial Equity

Adverse conditions disproportionately facing youth of color are a legacy of structural inequality.



RECRUITMENT COORDINATOR

The Position

The Recruitment Coordinator is the main point of contact for incoming Liberty's Kitchen Youth Development Program applicants and is responsible for leading recruitment efforts in the community. This team member coordinates outreach, with the support of program staff, setting up all appointments for initial applications and orientation. This team member is also responsible for several administrative tasks including, event staffing across the organization, updating and tracking data related to recruitment and posting relevant recruitment and events to social media. Consistent and accurate modeling of Liberty Kitchen's values are essential to achieving our vision of creating a community where every young person has a chance to succeed. (Part Time Non-Exempt)

Must be able to pass a background check, as every position at Liberty's Kitchen involves supporting young adult programs.

Key Responsibilities

The Recruitment Coordinator will be responsible for:

ESSENTIAL FUNCTIONS:

- Oversee outreach and recruitment efforts by attending career and health fairs and other community events
- Develop recruitment strategy and community partnerships to find new venues for recruitment
- Point of contact for initial recruits, applicants and setting up appointments for info sessions and one on ones
- Point of contact for invited applicants for Orientation sessions every 3 weeks
- Managing Sendhub, our main system of contact to send reminders and inquiries for recruits and applicants, tracking all points of contact, whether email, text message or phone calls
- Tracking data for initial applicants and trainee photos in Airtable, our database system
- Posting daily to our social media accounts for recruitment purposes
- Facilitate and teach, with support from program staff, essential skills and career development lessons as needed
- Support program staff with coaching conversations for trainees throughout the program and help ensure a safe and welcoming workplace
- Coordinate trainee and alum staffing needs for all internal paid events, for example Guest Chef Night fundraisers, supported employment, catering jobs etc.
- Work efficiently and complete required tasks within assigned timeframe
- Attend all scheduled employee meetings and participate in a meaningful way
- Other duties as required

REQUIREMENTS:

Liberty's Kitchen, Inc.
Date Last Modified: 07/31/2019

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By: HR Director



RECRUITMENT COORDINATOR

- Lived experience enabling rapport-building with opportunity youth population preferred
- High energy and passion for serving youth
- High school diploma or equivalent and 2-3 years of experience in youth development, or job training required
- Bachelor's degree and 1-2 years of experience in youth development, or job training preferred
- Able to communicate effectively with a wide variety of audiences, experience with public speaking and community presentations
- Able to thrive in a dynamic, fast-paced work environment; strong prioritization and time management

Reports to: Community Resource Manager

Schedule: 9:30AM-3:30PM M-F, with some exceptions for special events and weekends or deadlines

Travel: Must be able and willing to travel to recruitment events regularly at various locations

To Apply:

Email your resume and cover letter in a combined PDF (one document) to

careers@libertyskitchen.org; ghoy@libertyskitchen.org . Use subject line Recruitment Coordinator Application.

No phone calls please.