



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Alumni Relations Associate</b>
<b>FLSA JOB STATUS:</b>	<b>Exempt, Full time</b>
<b>Salary:</b>	<b>\$40,000 - \$45,000 (One-time Signing Bonus Available)</b>
<b>Benefits Package:</b>	<b>Paid Time Off, Health, Dental, Vision Insurance Plans</b>
<b>REPORTS TO:</b>	<b>Program Director</b>
<b>SUPERVISES:</b>	<b>NONE</b>

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**POSITION SUMMARY:** The Alumni Relations Associate/Recruiter is the first person who meets youth looking to join the program and trainees after completing the program. They are the main point of contact for incoming Liberty's Kitchen Youth Development Program applicants and are responsible for leading recruitment efforts in the community. This team member is also responsible for assisting the Program Director in building a strong alumni Youth Leadership Council. This team member coordinates outreach, with the support of program staff, setting up all appointments for initial applications and orientation. The Alumni Relations Associate communicates to youth the behavioral standards of the Liberty's Kitchen Youth Development program and holds each young person accountable to them.

### **ESSENTIAL FUNCTIONS:**

- Ensure program goals are met with support from the Program Manager of Alumni & Employment Services
- Build and establish rapport with participants in the Youth Development Program and alumni in the Youth Leadership Program
- Serve as primary contact for Alumni Ambassadors.
- Onboard alumni to participate in the Youth Leadership Council
- Support the Program Director to create best practices for alumni in the Youth Leadership Council
- Point of contact for initial applicants and setting up appointments for info sessions and on-ones
- Point of contact for alumni support and engagement
- Assist the Program Director with recruitment efforts and serve as a contact for community recruiting events.
- Participate in outreach and recruitment efforts by attending career and health fairs and other community events.
- Track all points of contact with recruits, applicants, current trainees, and alumni.
- Track data for initial applications in our database system to inform decisions on recruitment strategies.
- Co-facilitate daily lessons for Foundations about various topics such as Health and Wellness, Social Justice, Advocacy, Financial Literacy, Career and Professional Development, Sexual and Reproductive Health, and Leadership Styles
- Attend regular meetings with staff to review trainee progress and discuss appropriate training and/or intervention plans.
- Attend all scheduled employee meetings and participate in a meaningful way.
- Work efficiently and complete required tasks within the assigned timeframe

- Support program staff with coaching conversations for trainees and alumni throughout the program and help ensure a safe and welcoming workplace
- Assist with initial recruited applicants by setting up appointments for info sessions, orientation, and intake assessments.
- Occasional participation in after-hour events and functions to promote the organization and/or supervise youth as they work events for the organization.
- Other duties as required.

**REQUIREMENTS:**

- High school diploma and 2-3 years of experience working in youth development or job training required.
- Bachelor's degree and 1-2 years of experience in youth development or job training preferred.
- Liberty Kitchen Alumni preferred.
- 1-2 years of experience in the food service and hospitality industry preferred.
- Experience or training in human resource hiring practices preferred.
- High energy and passion for serving youth.
- Lived experience enabling rapport-building with opportunity youth population preferred.
- Able to manage multiple projects at any given time.
- Deep knowledge and ability to communicate the mission and purpose of Liberty's Kitchen to youth.
- Ability to deescalate conflict situations and reframe them into meaningful experiences.

**SCHEDULE:**

- 8:00 am - 4:00 pm Monday - Friday

**TRAVEL**

- Less than 10% of the time by car within city limits

**WORKING CONDITIONS**

Routine restaurant and kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

- **General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned, and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will, and this job description does not imply an employment contract.

**APPLICATION INSTRUCTIONS**

- Please submit your resume and cover letter to [info@libertyskitchen.org](mailto:info@libertyskitchen.org) with "Alumni Relations Associate" in the subject line.