

Associate Director, Outreach, Recruitment Team

Start Date: July 1, 2019
Team: Recruitment
Location: Brooklyn, NY, New Haven, CT or Providence, RI

About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates 36 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary:

The Achievement First recruitment team works to ensure that the highest quality mission-aligned teachers join the Achievement First network. The Associate Director of Outreach will support the recruitment team in our efforts to regularly keep in touch with our broad base of eligible candidates and grow that pipeline over time. This position provides the opportunity to tangibly impact the greatest determining factor of a child's educational success: teacher quality. This position is ideal for an individual who possesses project management and operations skills, desires to create larger systems and processes for schools and non-profits, and who excels at influencing and motivating others towards action.

Responsibilities of the Associate Director of Outreach will include, but are not limited, to:

- **Outreach Planning and Coordination**
 - Design a year-long outreach plan that systematically builds a short- and long-term teacher and talent pipeline
 - Design and implement regular opportunities for high-quality candidates to learn more about Achievement First (e.g., host professional development sessions, attend career fairs, design marketing to attract a wider candidate pool)
 - Oversee coordination of Achievement First's professional development workshops for national and regional partners
 - Ensure talent recruiters and school personnel execute a variety of outreach events and that the recruitment team builds a robust database of names of talented teachers, school leaders, and network professionals
 - Communicate outreach strategy, data, and goals to the Achievement First Network
 - Collaborate with Team External Relations and Marketing & Communications teams to create branded materials for teacher and leader recruitment
 - Build relationships with partner organizations to expand the talent pool for teachers and leaders

- **Team Management**
 - Manage outreach associates

- **Systems Creation and Management**
 - Design systems and processes to ensure that the recruitment team's efforts are maximized as Achievement First grows to scale
 - Oversee management the recruitment team's contact management system to track outreach attendance and response rates
 - Oversee establishment of pathways for systematic outreach to our current contacts
 - Oversee complex projects to support recruitment efforts (e.g., internal referral program)
 - Oversee systematic and personalized follow through after every outreach event
 - Oversee compilation, analysis and reporting of outreach data to drive action and investment

- **External Relationship Building**
 - Build and maintain mutually beneficial relationships with mission-aligned organizations and individuals to attract the nation's top talent to Achievement First
 - Host events for candidates from mission-aligned organizations
 - Debrief with points of contacts periodically to improve ongoing relationship
 - Build and maintain relationships with our biggest recruitment partners (e.g., LinkedIn, Glassdoor, Indeed, etc.)

- **Writing and Communications**
 - Oversee email campaigns for teacher and school leader candidates to promote upcoming opportunities and events within the Achievement First network
 - Oversee sharing of regular announcements of opportunities to like-minded organizations
 - Oversee online calendar of outreach events

Skills and Characteristics

- Proven track record of managing others and projects with excellence
- Interest in performing a critical recruitment role while learning in a fast-paced, entrepreneurial environment
- Ability to create systems for broad outreach while maintaining personal touch with individuals
- Ability to track and execute many complex, urgent tasks and processes simultaneously for different projects without missing any steps and maintaining a calm, "together" approach
- Strong customer service orientation
- Excellent written and verbal communication skills
- Strong command of Excel
- Detail-oriented and organized with proven system to manage weekly and monthly tasks and priorities
- Highly motivated and capable of seeing projects through from beginning to end
- Ability to work autonomously in an entrepreneurial environment as well as take direction as needed
- Flexible, mature, and humble
- Sense of humor, strong work ethic, "roll-up-my-sleeves" attitude
- Results-oriented and willing to do "whatever it takes"
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- Bachelor's degree from a competitive college or university
- 3-4 years of work experience, with teaching experiencing preferred

Some weekend/evening work will be required and some travel will be requested.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume and cover letter to:

Kristina Mercado
Co-Vice President, Recruitment
kristinamercado@achievementfirst.org

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>.
Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply.