

## Associate Director, New York Recruitment

**Start Date:** Immediate  
**Team:** Recruit  
**Location:** Brooklyn, NY or Queens, NY

### About Achievement First:

Achievement First serves 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. 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. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary

The Achievement First Recruitment Team ensures that mission-aligned teachers and leaders of the highest quality join the Achievement First network. Reporting to the Co-Vice President of Recruitment and working in partnership with the CT/RI Associate Director of Recruitment, this person will manage our portfolio of 24 New York schools and 6 Talent Partners to be at least 95% hired with instructional staff that meet or exceed hiring competencies by the first day of New Staff Training.

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

- Ensure New York schools are at least 95% hired with instructional staff that meet or exceed hiring competencies by the first day of New Staff Training.
- Directly manage, coach and support a portfolio of 6 Talent Recruiters to ensure unwavering levels of recruitment service to all Connecticut and Rhode Island Achievement First Schools.
- Establish outstanding Talent Recruiter - School relationships with an emphasis on the Achievement First Core Values resulting in over 80% of principals agreeing or strongly agreeing that Team Recruit gets the 'how' and the 'what' right.
- Establish data-driven yearly and monthly recruitment tactics in partnership with Director of Recruitment Operations
- Approval of all offer letters 300+ per year, including examining years of experience and education level for accuracy.
- Collaborate with other leaders on the recruitment team to set ambitious goals and accompanying plans to expand upon Achievement First's existing recruitment efforts.
- Manage a broad range of relationships, including teachers and principals in Achievement First schools. Handle the most ambiguous and challenging staffing scenarios, e.g. principal transitions, urgent timeline for staffing a founding school.
- Collaborate with the Associate Director of Recruitment Outreach to ensure a consistent understanding of needs across schools and geographies. Partner with Outreach team to attend and host events, both locally and nationally to ensure the recruitment, selection, and retention of top talent.
- Assist the Associate Director of School Leadership and school Principals in the selection of new leaders.
- Develop and coach principals and Principals-In-Residence in areas of recruitment, retention, staffing and interviewing.

- Own relationship with external, like minded organizations such as Teach For America and the Relay Graduate School of Education.
- Serve as a liaison between Team Recruit and Regional Superintendents to ensure a close working relationship and understanding of where each school in their portfolio is related to staffing and talent.

### **Skills and Characteristics**

- Highly motivated and capable of seeing projects through from beginning to end
- Results-oriented and willing to do “whatever it takes”
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Resourceful; ability to think “outside the box” and provide creative solutions to challenges
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Strong customer service-based approach to recruiting and relationship-building
- Excellent interpersonal communication skills, including experience having crucial, honest and direct conversation
- Excellent organizational skills, with the ability to think strategically in the long-term and execute in the short-term
- The ability to travel to recruitment events

### **Educational Background and Work Experience**

- Teaching and/or school leadership experience in a K-12 school setting required
- 2+ years professional experience in recruitment required
- Professional experience in a management role preferred

### **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, Team Recruit  
[KristinaMercado@achievementfirst.org](mailto:KristinaMercado@achievementfirst.org)

Achievement First requires vaccination against COVID-19 for all employees. Reasonable accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.