

Talent Recruiter-School Based Operations

Start Date: Immediately
Team: Recruitment
Location: Brooklyn, New York or Providence, RI

About Achievement First:

Achievement First (AF) exists to address the legacy of racism in education in America. The mission of AF is to deliver on the promise of equal educational opportunity for all children, as we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First, a non-profit 501(c)3 charter school management organization, operates 41 public charter schools in New York, Connecticut, and Rhode Island. Achievement First currently serves more than 15,000 students in historically underserved communities, 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 ensures that mission-aligned teachers, leaders and operations staff of the highest quality join the Achievement First network. Reporting to the Associate Director of School-Based Operations Recruitment and working in partnership with the Director of Network Support Operations and Team Recruit team members, this person will guide strong Operations candidates through the selection and hiring processes. This position provides the ideal candidate with the opportunity to impact a crucial factor in a child's educational success: the operational success of the school.

Key Responsibilities of the Talent Recruiter include:

1. Candidate Selection

- Select high-quality applicants, conduct phone interviews and engage in outreach efforts to identify top talent
- Ensure candidates are prepared to lead for racial equity in our schools
- Create a welcoming, comprehensive, and efficient application experience for candidates
- Build a diverse candidate pool through indirect and direct outreach

2. Finalist Day Interviews

- Schedule and host our most promising candidates during school visits, welcoming them warmly and introducing them to Achievement First systems and culture
- Create a team and family atmosphere for candidates by building strong relationships with operation staff, teachers, leaders, and scholars
- Provide school tours for finalist interviews
- Observe and give feedback during the interview process

3. Relationship Building and Advising School Leaders

- Serve as liaison between candidates, school leaders, and Network Support Operations
- Advise school leaders with finalist selection and matriculation efforts for a select portfolio of schools

- Provide Principals and Directors of School Operations with feedback on interviewing skills
- Proactively anticipate and respond to hiring manager requests, e-mails, and phone calls
- Set up regular check-ins with school leaders and advise the hiring manager on the candidate pool
- Review and evaluate current and future school staffing plans
- Set up check-ins and communication norms with Regional Directors, Directors of School Operations, Principals and other key stakeholders to ensure the recruitment process runs efficiently

Overall Effectiveness

- Ensure unwaveringly high levels of customer service with both internal and external audiences by being honest, warm, responsive, and thorough at all times
- Guarantee that candidates accept the vast majority of our offers by working with the school and programmatic leaders to market Achievement First in a competitive and professional manner
- Assist candidates with the transition to Achievement First
- Troubleshoot and brainstorm with Principals, Directors of School Operations and other school leaders to improve candidate matriculation rates

Skills and Characteristics

- Excellent interpersonal communication skills (written and oral)
- Strong customer service-based approach to recruiting and relationship building
- Desire and ability to succeed in a fast-paced, detail-oriented, and results-driven environment
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Ability to effectively work with multiple stakeholders and managing relationship across lines of difference and power dynamics

Educational Background and Work Experience

- 3 years of relevant operational experience in education, school-based operations or recruitment

Compensation

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

To Apply

Send resume to:

Melisa Reid

MelisaReid@achievementfirst.org

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

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.