



1900 Chicago Avenue, Minneapolis, MN 55404

612-752-8000 main 612-752-8001 fax

resource-mn.org

An Equal Opportunity/Affirmative Action Employer

Job Title: Recruitment and Business Development Coordinator

Status: FT Permanent

Program: RESOURCE Employment and Career Education

Location: 2438

POSITION SUMMARY:

This position is responsible for managing the recruitment and business development activities for the RESOURCE Career Education and Employment Programs including leading the activities related to intake, recruitment and business development.

ESSENTIAL RESPONSIBILITIES

1. **Manages the recruitment and business development activities for RESOURCE Career Education and Employment Programs**
2. **Markets programs and services to potential referral sources and identifies new potential referral sources/individual populations.**
3. **Manages the Recruitment Committee activities including identifying appropriate job and resource fairs, assigns staff to fairs and ensures all materials are updated and ready for distribution**
4. **Trains new Career Navigators and recruitment staff on strategies and processes related to recruitment to ensure one process is followed**
5. **Works closely with development staff to ensure Raisers Edge is maintained**
6. **Oversees the Orientation sessions in Career Education and works with Career Navigator to ensure each session is filled and attendees end of moving into Career Education**
7. **Works closely with the Directors of Employment Service Programs and Career Education to ensure recruitment is consistent and results in appropriate and expanded referrals**
8. **Ability to assess program entrance criteria and how to best utilize resources from multiple program areas for participants at time of enrollment.**
9. **Coordinates the activities of the business partner portal and adds/changes information on portal regularly**
10. **Makes new employer contacts, develops and maintains relationships to expand business partner involvement.**
11. **Presents to business groups and individuals to expand business involvement**
12. **Works closely with Employment Program and Career Education Directors to identify new employers to market**
13. **Works with the RESOURCE Career Education Director to expand relationships with MnSCU Schools and expand articulations in place.**
14. **Supervises staff responsible for inputting and compiling data and reporting outcomes from data management system.**

QUALIFICATIONS

1. Bachelor's degree or five years combined equivalent experience in human services, communications or marketing field.
2. Experience with building PowerPoints for presentations and facilitation those presentations
3. Experience working with the business community and building of partnerships
4. Expertise in data management systems and/or willingness to expand knowledge as needed.
5. Understanding of recruitment strategies and has ability to effectively recruit

SALARY: Low \$50's

BENEFITS INCLUDE: Paid vacation, sick time and holidays. Full enrollment into medical, dental, life, STD and LTD insurance and 401(k) plan. Other optional benefits available.

HOW TO APPLY: Email your cover letter and resume to: kfeller@resource-mn.org

RESOURCE invests in people to care for themselves and their families. Our mission is to empower people to achieve greater personal, social and economic success. RESOURCE offers three main areas of services: chemical and mental health, employment and training. We provide licensed clinical treatment, care coordination, and recovery support to ensure that successes achieved are long-lasting. Our workforce development services include: assessment, credentialed career training, education placement, job placement, retention & follow-up services, and wrap around support services. For more information, go to our website: www.resource-mn.org

Equal Opportunity / Affirmative Action Employer

Posting Date: