



Conservation Corps North Bay's mission is to develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Title: **Bilingual Recruitment & Orientation Coordinator (ROC)**
Location: North Bay, California (Cotati and San Rafael)
FLSA Status: Full-time, Salary, Exempt from Wage and Hour Laws
Role With Agency: Significant interaction with staff, corpsmembers, and the public

SUMMARY

The Bilingual Recruitment & Orientation Coordinator (ROC) implements the recruiting and orientation of corpsmembers for Conservation Corps North Bay's (CCNB) job-training and education programs. The ROC has primary responsibility to ensure outreach, recruiting, and orientation follow best practices and are up to date across all sites and programs. The ROC has frequent interaction with staff and corpsmembers, the general public, vendors, and other business partners.

Conservation Corps North Bay's John Muir Charter School (JMCS) is a WASC-accredited, non-traditional, year-round school on a trimester schedule. JMCS operates the education program in collaboration with CCNB and its staff. The Education Program offers Corpsmembers ages 18-30 the opportunity to complete their high school diploma and continue their life-long learning by taking college classes or special trainings. Students enroll and exit on a rolling basis, year-round.

The Recruitment & Orientation Coordinator will be accountable for ensuring that program slots are adequately filled with Corpsmembers who meet eligibility and other screening requirements. In addition, he/she will:

- develop and coordinate a range of recruitment projects including outreach and participant screening for eligibility
- design and coordinate a robust pre-program orientation for the Corps
- work closely with an interdepartmental team to manage all new Corpsmember enrollments and provide orientation, effectively engaging youth in our programming
- participate in post-program follow up with program alumni

The Recruitment & Orientation Coordinator has frequent interaction with all staff and Corpsmembers, business partners and the general public.

Essential Duties and Responsibilities include the following:

Recruitment

- Develop a recruitment plan of action to drive outreach efforts
- Develop and implement innovative and effective recruitment strategies, such as social media, peer-to-peer, radio PSAs, street outreach approaches
- Develop and maintain relationships with partner agencies
- Research, register and schedule upcoming job/career fairs, schedule partner on-site visits
- Conduct presentations at outreach events and recruitment opportunities
- Generate recruitment correspondence, presentations, and other written materials as needed
- Maintain applicant and recruitment database
- Ensure eligibility of new and returning Corpsmembers, rehires and second chance applicants
- Conduct the initial screening of new applicants, ensure applicant eligibility

Orientation

- Coordinate the design and implementation of pre-program orientation
- Coordinate hiring and onboarding process with multiple departments
- Enter new Corpsmember information in Corpsmember database (currently ETO)
- Build relationships with at-risk youth and assist with post-program follow-up as needed

Required Qualifications:

- Fluent in written and spoken English; fluent in spoken Spanish
- Excellent organizational skills, attention to detail, and data entry skills a must
- Ability to maintain high level of confidentiality, discretion, tact and diplomacy
- Demonstrated ability to juggle multiple priorities and meet time-sensitive deadlines with ease
- Excellent interpersonal, written, and oral communication skills
- Excellent track record of punctuality and attendance
- Positive and outgoing personality; ability to connect with others with ease
- Ability to motivate youth who face multiple barriers to employment and education, including pregnant/parenting, foster youth, low-income, and youth without a high school diploma
- Self-motivated and able to work both independently and as a member of a team
- Ability to maintain effective and professional relationships with staff, school personnel, county personnel and the business community
- Proficient in MS Word, Excel, Outlook and Access (or comparable database software) and Social Media
- CA Driver's License with clean DMV driving record

- Finalists must be able to successfully pass a NSOPR/DOJ/FBI background and fingerprinting check
- Willingness to travel between CCNB's Marin and Sonoma Counties office locations and other counties as needed for outreach

Preferred Qualifications

- Familiarity with Conservation Corps, principles of youth development and workforce development
- A track record of success recruiting, orienting and engaging vulnerable populations of youth and young adults

EDUCATION AND EXPERIENCE

- Associates Degree and 2 years Recruitment/HR experience, or an equivalent combination of experience and education
- Experience with data entry
- Experience working with at-risk youth
- Experience giving presentations to large groups
- Knowledge of federal, state and local employment laws
- Familiarity with tailoring outreach and recruitment strategies to reach a target group

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms. Perform simple grasping and fine manipulation. There are normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, as well as, repetitive finger movements with office and computer machinery. May be expected to lift and move containers weighing up to 25 lbs. Other situations include sitting at a desk using a computer and in meetings; driving for long periods of time

Compensation: Salary range for this exempt position salary range starts at \$50,000.

Benefits: This position is eligible for a full benefits package including: Medical, Dental, Vision, Chiropractic & Acupuncture insurance; 401(K) retirement plan; and generous vacation, holiday & sick pay.

To Apply: Please submit your Cover Letter and Resume to recruiter@ccnorthbay.org. Please include "Recruitment & Orientation Coordinator" in the subject line.

You can also fax your application to (415) 454-4595 Attn: Recruiter

Conservation Corps North Bay is an Equal Opportunity Employer