



Job Title: **Recruitment Specialist**
Reports To: Recruitment Manager
Location: Irvine, California

Council Overview

We are Girl Scouts of Orange County. We are nearly 15,000 girls and 10,000 volunteers and adult members who believe in the power of every girl to change the world. We are champions of girl ambition, fueled by our unstoppable drive to provide every girl, regardless of age, background or ability, the lifechanging benefits Girl Scouts provides her to dream big and do bigger. Girls need the connectivity and sisterhood that Girl Scouts provides for self-expression, discovery, community, and inclusion— *now more than ever*. And with programs in every OC zip code, we offer every girl fun and inspiring experiences to practice a lifetime of leadership, adventure, and success. ***Girl Scouts—building girls of courage, confidence, and character, who make the world a better place.***

Position Summary

The **Recruitment Specialist** is responsible for developing and executing effective recruiting strategies to increase awareness and participation in Girl Scouting through a variety of in person meetings, presentations, and networking opportunities with community organizations, corporations, schools, educators, faith-based institutions, and other community constituents. This employee is responsible for securing girl and adult volunteer membership and community partnerships through community cultivation, lead generation, and follow-up. This position shares responsibility for achieving the Council's goals for girl and adult membership.

This is a field-based position serving North Orange County with some flexibility to work at home, but will require working in-person a few days a week at our Irvine office.

Essential Responsibilities/Activities:

- Designs and implements a comprehensive plan for girl and adult membership growth in targeted areas (North Orange County) by researching market data, membership trends, and other pertinent information.
- Using independent judgement and initiative, generate, nurture, and convert girl and volunteer leads utilizing the customer relationship management (CRM) to support pursuance of leads throughout the recruitment process. Follows up on unqualified leads and referrals resulting from field activity in a timely fashion.
- Using independent judgement and initiative, prepares action plans and strategy to identify specific targets and to project the number of contacts to be made in order to meet membership goal. Prepares a variety of status reports, including activity, follow-up, and adherence to goals.
- Cultivates relationships with appropriate leaders in community organizations, faith-based institutions, and schools to support recruitment efforts within targeted areas to increase awareness of and participation in Girl Scouting.

- Collaborate with the Membership Specialists to form and fill new Girl Scout troops, identify potential leaders, and plan additional recruitment efforts as needed.
- Works with volunteer team to determine and develop innovative techniques to ensure the effective delivery of recruitment strategies. Identify, train, and coach recruitment volunteers to increase geographic volunteer capacity.
- Additional responsibilities and special projects as assigned.

Qualifications

- Bachelor's Degree.
- Sales, marketing and/or recruiting experience, preferably in a non-profit environment.
- Excellent customer service skills.
- Excellent oral and written communication skills with ability to deliver effective, persuasive presentations to large groups.
- Bilingual in English and either Spanish, Vietnamese, Chinese, or Korean is desired (not required).
- Ability to work nights and weekends on a regular basis.
- Ability to work easily and effectively with individuals and groups including staff, volunteers, and the community.
- High level of interpersonal skills to handle sensitive and confidential situations.
- Able to work in a fast-paced environment with demonstrated ability to prioritize and handle multiple, competing demands.
- Must be a self-starter and have excellent time management skills.
- Strong skills and considerable experience in problem solving, organization, and data analysis.
- Excellent computer skills including proficiency in MS Office, including Word, Excel, and Outlook. CRM software experience is a plus.
- Licensed and insured California driver; must pass background screening including driving.
- Willingness to accept the beliefs and principles of the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting

GSOC is proud to be an equal opportunity employer. GSOC is committed to a process of diversity, equity and inclusion.

Apply online at: <http://www.girlscoutsoc.org/en/gsoc/employment.html>

Scan to View our Job Board:

