

RECRUITMENT & ALUMNI ASSOCIATE



Breakthrough Collaborative, founded in San Francisco in 1978, is an innovative educational organization based on the inspiring principle of “students teaching students” and “teachers training teachers.” This unique collaborative model of instruction unlocks the extraordinary potential of first-generation college students and aspiring educators to learn, grow, and transform their own lives and their communities. Our dual mission is to increase the academic opportunities for highly-motivated, underserved students and to inspire and develop the next generation of transformative teachers and leaders.

Today, Breakthrough is comprised of 25 affiliates serving more than 9,000 students each summer and training over 1,000 undergraduates to teach in our academically rigorous six-week program. To learn more, visit www.breakthroughcollaborative.org.

The Opportunity

Breakthrough is seeking a motivated Recruitment & Alumni Associate to support national teacher recruitment and alumni engagement efforts across the Collaborative. Reporting to the Recruitment Manager and working in close partnership with the Chief People & Program Officer and affiliate directors across the country, the Recruitment & Alumni Associate will help maximize recruitment and alumni outcomes by being responsive to the needs of the team, applicants, affiliates, teaching fellow alumni, and partners.

This is a full-time position based in Oakland, CA or in Bloomington, IN (where the Chief People & Program Officer is based). Current Breakthrough affiliate staff based in other cities are encouraged to apply.

Responsibilities

- Support recruitment, selection, and alumni communications and outreach
- Inspire and support applicants from the first point of engagement through commitment
- Manage Breakthrough's alumni portal, including coordination of content development
- Collect, track, and update partnership data
- Update and maintain applications in Salesforce and troubleshoot processing issues
- Generate and update tickets in Salesforce
- Respond to inquiries via email and phone; ensuring experience is reflective of Breakthrough culture
- Support affiliate directors
- Create reports and provide feedback regularly to inform recruitment strategy
- Document, follow, and evolve operating procedures
- Support team scheduling, trainings, travel, and events
- In collaboration with the recruitment manager, support and supervise campus ambassadors
- Represent Breakthrough at online and in-person events
- Market Breakthrough opportunities using multiple platforms
- Attend and present at Breakthrough national conferences, trainings, and meetings
- Support other National Office program staff and projects as assigned

Qualifications

While no one individual will possess all of the desired qualifications, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

- Bachelor's Degree required
- Previous Breakthrough experience highly preferred
- Previous recruitment, admissions, or administrative experience desired
- Commitment to educational equity and Breakthrough's dual mission
- Experience with Salesforce (strongly preferred) or other recruitment database/CRMs
- Skilled with MS Office and Google Suites
- Strong customer service orientation both internally and externally and ability to exercise a high degree of diplomacy, discretion, and problem-solving skills
- Excellent written and verbal communication skills
- Exceptional attention to detail and ability to navigate complicated systems and processes
- Demonstrated ability to build and nurture relationships with a diverse group of people
- Motivation, enthusiasm, willingness to learn
- Experience working as a member of a remote or geographically disbursed team

Compensation & Benefits

The compensation for this position is commensurate with experience and expertise. We offer competitive health benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with an amazing group of smart, dedicated, and fun people!

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306302>.

While applications will be reviewed on rolling basis, preference will be given to qualified candidates submitting materials by Friday, January 11, 2019.

Breakthrough Collaborative is an equal opportunity employer and makes a particular effort to recruit candidates from all backgrounds.