



Job Description

Job Title:	Recruiter / Career Guidance Specialist
Reports To:	Intake & Placement Manager
FLSA Classification:	Exempt
Hours	Full Time
Salary	\$48 – 50K

Last updated: 1/10/2023

ABOUT CAPITAL IDEA

Capital IDEA is an Austin-based nonprofit dedicated to lifting working adults out of poverty and into living wage careers through education. Partnering with Austin Community College, we provide a range of services designed to help low-income adult students succeed in school and enter high-paying, in-demand jobs. To date, more than 2,000 participants have entered career employment in high-demand occupations, including nursing and other healthcare occupations, high tech, and professional trades.

ABOUT THE POSITION: RECRUITER / CAREER GUIDANCE SPECIALIST

- The Recruiter / Career Guidance Specialist works with the Outreach team and serves as a liaison with the community. This role is responsible for developing and maintaining relationships with staff and administrators at various organizations and potential applicants to recruit applicants into Capital IDEA and increase company visibility. The Recruiter executes the outreach plan and exercises independent judgment and discretion when out in the field. In addition, the candidate cross train as a Career Guidance Specialist.
- The Career Guidance Specialist provides direct services to applicants by assessing situations, obtaining necessary information, drawing conclusions, and recommending and/or implementing courses of action in accord with normal practices and procedures. The Career Guidance Specialist develops applicants' Career Plan and Training Goals and refers the applicant for enrollment.

JOB DUTIES

Essential Job Responsibilities

- Represent Capital IDEA at community events and activities that strengthen our community relationships, promote our services, and support our applicants.
- Develops external relationships and makes decisions about which organizations to work with to reach groups such as minorities, low-income families, and underemployed adults for recruitment purposes.
- Develops external relationships and makes decisions about which organizations to work with to reach groups such as minorities, low-income families, and underemployed adults for recruitment purposes. Such organizations include, but are not limited to, Austin Community College, local high schools, local community groups, and other non-profits
- Participate in activities that support applicants' recruitment through the application process.

ADDITIONAL RESPONSIBILITIES:

- Cross train as a Career Guidance Specialist
- Conducts Guidance and Planning Sessions and assists applicants in developing Individual Education Plans, which include their academic, financial, and personal situations, and makes decisions to enroll the applicant or refer him/her to other appropriate agencies.
- Accurately enters data into the Apricot Database.
- Reviews and verifies applicants' information and eligibility for enrollment in the program.

Professional Expectations:

- Works smart by setting effective goals, establishing priorities, and planning in order to produce quality work.
- Takes ownership and is accountable for all job responsibilities. Follows through on all commitments.
- Executes effectively by using resources efficiently, meeting deadlines, and keeping immediate supervisor and others informed of work plans and progress toward goals.
- Builds rapport with individuals inside and outside the organization.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in psychology, education, social work or related field. Demonstrated ability to reach out effectively to low-income populations and community-based organizations; one to two plus years of relevant experience in recruitment or community outreach preferred.
- Excellent interpersonal and communication skills.

- Experience speaking to large groups and individuals.
- Bilingual, Spanish preferred.
- Friendly, enthusiastic, and positive attitude.
- Detailed planning and implementation skills, with the ability to manage multiple tasks and meet deadlines.
- Experience in Microsoft Office Suite, Windows applications, internet, and email
- Able to work a flexible schedule, which includes some evenings and weekends.
- Able to travel within the Greater Austin area utilizing your own personal vehicle (will be compensated for mileage).