Harvard Community Services Center

Position: Student Recruitment Specialist
Department: Harvard Hands On Program
Part-time position (Monday-Friday: 20 hours per week/Flexible schedule).

Organization Overview:
The Harvard Community Services Center (HCSC) was established in 1968. The mission of the HCSC is to improve the quality of life and social functioning of residents in the Lee-Harvard, Miles, Seville areas, and primarily Ward 1. We endeavor to provide a place where the community can engage in positive leisure, cultural and educational experiences that continue to uplift our community and our neighbors.

The Harvard Hands On (HHO) is a program of the Harvard Community Services Center. Its primary goal is to promote GED Attainment, Job Readiness, Workforce Development, Financial Literacy and Self-Sufficiency. The Harvard Hands On Curriculum is a combination of training and development activities with proven efficiency in helping individuals challenged by a history of academic failure, unemployment, homelessness, and poverty. The program will provide up to two career/job fairs; as well as workshops and seminars related to career development and workplace etiquette. Participants will engage in Wrap-Around Services programming to develop new problem solving skills and mobilize their personal support networks to enrich family operations and remove barriers to workplace entry. Participants receive individualized GED Preparation Assessments and combined group level and customized training and education essential to the successful passage of the GED Examination. Participants will be able to demonstrate and apply Hands On Job readiness and search skills. Participants will gain and apply financial literacy education to their own practices of personal and household management. Participants will gain information Technologies skills across the fields of Microsoft Office: Word, Excel, and PowerPoint as well as Internet for ready application to the workplace. Participants will utilize the applied Hands On job search skills to obtain gainful employment. *Participants will utilize the Harvard Hands On Program’s Wrap Around, Workforce Readiness and Job Search, Information Technologies, Financial Literacy education to evidence improved self-sufficiency and family operations.

Elaine Gohlstin, HCSC President/CEO

Job Description:
The successful candidate will have superb marketing and outreach skills and experience. Knowledge and experience creating fliers, working in social media is a plus. Excellent communication and customer services skills are necessary for the success in this position. The candidate will recruit students for the Harvard Hands On program by utilizing a diversity of marketing techniques and marketing skills. Candidate will sometimes attend vendor & specialty events—and meetings; as well as assist staff coordinate events related to student recruitment.

Reliable transportation is a must and mandatory as the candidate will spend a great deal of time traveling to a variety of sites to market the program. Minimum time is spent in the office. Candidate must be comfortable with communicating with business owners within the business and commercial districts; as well as non-profit organizations to recruit participants for the program.

Candidate must be flexible with a team approach attitude. Candidate will spend a small percentage of time with students in the Harvard Hands On classroom (about 30 minutes per day), but more than 80% of their schedule will be related to student recruitment & canvassing communities with fliers and marketing materials.
**Responsibilities:**
Candidate will be responsible for recruiting eligible participants for the Harvard Hands On Program. This is an “On the Go” position. Candidate spends the majority of their time in the field recruiting participants by utilizing flyers to canvass the business and commercial districts; there will be walking involved and definitely community engagement.

A small percentage of the candidates time (an estimate 30 minutes per day); will be in the classroom, therefore the idea candidate is well rounded; and feels comfortable in the classroom assisting the Instructor. Proficiency in Microsoft Office (mainly MS Word) is mandatory. Candidate will be responsible for submitting updates and weekly/monthly reports; and have good writing skills. Candidate must be flexible and open to duties as assigned; as well as (working as a team balanced with working independently with little supervision). Reliability and integrity is a key component in this position.

**Education:**  Associate of Arts Degree preferred.

Salary commensurate with experience.

Reports to **Workforce Development & Sustainability Director**

Send cover letter, resume, and a list of three professional references to pmichellebrown@yahoo.com

Deadline: Open Until Filled