



**Job Description**  
**AmeriCorps Member Recruitment Manager: SBP Texas**

<b>Job Title:</b>	AmeriCorps Member Recruitment Manager	<b>Full-Time/ Part-Time:</b>	Full-Time
Division/ Department:	AmeriCorps	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt
<b>Company Overview:</b>			
<p>SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,300 homes across 8 states and shared best practices with many more.</p> <p>SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.</p> <p>SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.</p>			
<b>Job Summary:</b>			
<p>The AmeriCorps Member Recruitment Manager assists SBP's AmeriCorps department in recruiting and on-boarding highly qualified AmeriCorps members to serve communities that are recovering from disaster events. This is done by carrying out responsibilities in the following functional areas: recruitment and selection, team member development, and program coordination.</p>			
<b>Qualifications:</b>			
<ul style="list-style-type: none"> <li>● Previous AmeriCorps experience is not required, but highly valued.</li> <li>● 2-5 years prior professional experience is highly valued.</li> <li>● Previous experience in Human Resources or employee recruitment is highly valued.</li> <li>● Previous experience managing federal grants is highly valued.</li> <li>● Successful work history.</li> <li>● Clear communication skills and a strong sense of maturity, positivity, and professionalism.</li> <li>● Able to satisfactorily pass a Criminal History Check to include sex offender registry, Texas State Police, and FBI.</li> <li>● Valid driver license and reliable transportation.</li> <li>● College degree.</li> </ul>			
<b>Responsibilities:</b>			
<b>Recruitment &amp; Selection</b>			



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- A. In collaboration with various SBP departments, develops innovative and measurable processes for marketing to potential AmeriCorps applicants.
- B. Manages SBP's profile and outreach efforts for key national recruitment platforms.
- C. Assist SBP operating sites in developing and implementing localized recruitment strategies.
- D. Establishes and maintains partnerships with entities that can assist SBP in achieving its AmeriCorps member recruitment goals.
- E. Updates and standardizes AmeriCorps Member position descriptions.
- F. Maintains and analysis data associated with SBP's recruitment and interview process and utilizes the information to suggest areas of improvement.
- G. Researches and provides recommendations on innovative approaches for increasing the effectiveness of SBP's recruitment efforts.
- H. Implements a comprehensive recruitment and interview strategy to meet all goals for the selection of AmeriCorps positions. This will include assisting each SBP affiliate site with conducting initial member interviews during peak recruit periods.
- I. Utilizes the organization's Salesforce account to assign first-round, and occasionally second-round, interviews to SBP's operating sites.
- J. Assists in candidate selection to ensure all candidates optimally fit the organizational culture and position requirements.

#### **Team Member Development & Support**

- A. Serve as a champion in developing a culture focused on mission, leadership, accountability, innovation, results, and kindness through feedback and coaching.
- B. Assist the AmeriCorps department in developing and refining a comprehensive, culturally-rich new member onboarding and training practices to ensure members are well positioned to start service.
- C. Help the AmeriCorps department assure that members feel connected to the broader National Service network and culture.
- D. Establish and standardize orientation documentation and materials for member orientations occurring at each SBP operating site.
- E. Onboard selected team members to include the support of relocating members.
- F. Ensure members are provided with appropriate service gear.

#### **Program Coordination**

- A. Coordinate member deployments to other areas of the country in need of disaster response/recovery services.
- B. Conduct regular audits of member timesheets to ensure accuracy.
- C. Assist in the development of policies, procedures, and guidance documents.
- D. Lead the SBP-TX team in conducting member spot checks.
- E. Conduct general member check-ins and provide member status updates to the SBP-TX management team.
- F. Assist the TX AmeriCorps Program Managers in developing and implementing member development events.

**Primary Relationships:**



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This position reports to the National AmeriCorps Director. This position works alongside all AmeriCorps Program Managers.

#### **Performance Expectations:**

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Flexibility to learn new skills and improve current systems.
- Strong organizational skills and ability to perform tasks effectively.
- Strong understanding of the importance of confidentiality and professionalism.
- Able to work in a fast paced, constantly changing workplace.
- Positive attitude, ability to take initiative and be self-motivated.
- Strong passion for the work of SBP and disaster recovery.

#### **To Apply:**

Submit a tailored cover letter, resume, three professional references and salary history to [txhiring@sbspusa.org](mailto:txhiring@sbspusa.org). We will follow up with qualified candidates- please no calls or emails after your submission.

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.*



