



**Position:** Recruitment Manager – AmeriCorps Department  
**Organization:** SBP  
**Reports to:** Director of Human Resources

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#### **About SBP**

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 300+ AmeriCorps members, SBP has rebuilt more than 1,300 homes across 8 states and shared best practices with many more.

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 over time by increasing preparedness among vulnerable communities.

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.

#### ***Position Summary***

The Recruitment Manager implements the talent acquisition efforts of SBP's AmeriCorps Department and assists the AmeriCorps and HR Team in developing individuals who will support the mission of the organization and AmeriCorps program. This is done by carrying out responsibilities in the following functional areas: Talent Acquisition and Team Member Development.

##### 1. Talent Acquisition

- Develops, implement and constantly improve upon a recruitment strategy to position SBP to enroll all AmeriCorps positions and achieve strong retention and return rates.
- Establishes and maintains partnerships with entities that can assist SBP in achieving its AmeriCorps member recruitment goals.
- Develops innovative strategies to recruit smarter not harder and ensures new members are the best possible fit for SBP's AmeriCorps program and their roles.
- In collaboration with various SBP departments, develops innovative and measurable processes for marketing to potential AmeriCorps applicants.
- Assists SBP operating sites in developing and implementing localized recruitment strategies.
- Assists the Humane Resources Department in maintaining and analyzing data associated with SBP's recruitment and interview process and utilizes the information to suggest areas of improvement.
- Researches and provides recommendations on innovative approaches for increasing the effectiveness of SBP's recruitment efforts.
- Implements innovated applicant sourcing techniques, which may include directly managing social media marketing initiatives.

- Assists in candidate selection to ensure all candidates optimally fit the organizational culture and position requirements.
- Provides guidance, support, and direction to SBP's AmeriCorps Member Recruitment Specialist.
- Implements a comprehensive recruitment and interview strategy to meet all goals for the selection of AmeriCorps positions. This will include assisting each SBP operating sites with conducting initial interviews during peak recruit periods.
- Updates, improves, and standardizes AmeriCorps Member position descriptions.
- Actively works to develop and market the organization's brand in order to attract applicants.
- Maintains and facilitates improvement to SBP's applicant tracking system.
- Provides training and support to staff conducting applicant interviews.
- Monitors the interview process for quality assurance.

## 2. Team Member Development

- Serves as the champion in developing a culture focused on mission, leadership, accountability, innovation, results, and kindness across our network of affiliates.
- Develops managers to bring the best out of themselves and their members through ongoing coaching and development.
- Organizes regular trainings, professional development opportunities, and other talent development strategies to foster a more robust team.
- Works to refine and standardized onboarding and ongoing AmeriCorps member trainings across operating sites.
- Fosters a culture and environment that positions AmeriCorps members for success and makes SBP a great place to serve.

### ***Management & Organizational Responsibilities***

- Complete all activities with a sense of pride and ownership
- Demonstrate leadership and accountability in interactions with team members
- Participate in company-wide events, such as meetings and socials
- Display strong commitment to SBP's mission, values and ethos of community service

### ***Qualifications***

- Excellent communication skills
- 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 the St Bernard Project and disaster recovery

**Requirements**

- Previous AmeriCorps experience is not required, but highly valued
- 2-5 years prior professional recruitment experience is highly valued
- Previous experience managing federal grants is highly valued
- Successful work history
- Ability to pass criminal background check
- Access to a car
- College degree

To Apply:

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

**Staff Member Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SBP AmeriCorps Program Director Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_