



**Position:** AmeriCorps Recruitment Specialist  
**Location:** Remote  
**Reports to:** National Recruitment Manager

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### **About SBP**

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

The AmeriCorps Recruitment Specialist assists SBP's AmeriCorps department in meeting grant year recruitment goals and ensuring all candidates optimally support SBP organizational culture, diversity goals, and position requirements. This team member will conduct first round interviews with AmeriCorps candidates, schedule follow up interviews with local operating site managers, and ensure that candidates are moving through the pipeline in a timely manner. The AmeriCorps recruitment specialist is a champion of SBP and AmeriCorps culture, is adept at explaining SBP's mission and the AmeriCorps service experience, and proficient in recruiting excellent candidates.

### **Responsibilities**

- Conducts the majority of AmeriCorps candidate first round interviews ensuring recruitment goals are met and all candidates optimally support SBP organizational culture, diversity goals, and position requirements.
- Utilizes SBP's ATS system to assign second round interviews to hiring managers at SBP's operating sites making sure that candidates move through the pipeline in a timely manner.
- Establishes and maintains partnerships with entities that can assist SBP in achieving its AmeriCorps member recruitment goals.
- In collaboration with the AmeriCorps and People teams, develops innovative and measurable processes for marketing to potential AmeriCorps applicants.
- Assists SBP operating sites in developing and implementing localized recruitment strategies.
- Coordinates SBP's profile and outreach efforts for key national recruitment platforms.
- Maintains and analysis 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.
- Updates and standardizes AmeriCorps Member position descriptions.

### **Requirements**

- Experience with AmeriCorps is not required, but highly valued.
- Proven work experience as a Recruitment professional
- Hands-on experience with Applicant Tracking Systems and HR databases
- Knowledge of labor legislation
- Experience with phone, virtual, and in-person interviews, candidate screening, and evaluation
- Familiarity with social media and other professional networks as a tool for recruiting
- Excellent verbal and written communication and team management skills
- Strong decision-making skills
- Must be able to pass FBI, state, and sex offender background checks

### **Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- 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.
- Ability to understand and engage diverse audiences and new target markets.
- Fosters a culture and environment that positions AmeriCorps members and staff for success and makes SBP a great place to serve and work.

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. 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 that may arise pursuant to Section 504.*