



Position: Temporary Junior AmeriCorps Recruitment Specialist
Location: Remote
Reports to: National Director of AmeriCorps

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About SBP

SBP, a 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.

SBP does this 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 Junior Recruitment Specialist supports 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 support executing administrative functions for priority recruitment tactics and will work with HR & AmeriCorps Program Managers to support scheduling first-round and follow-up interviews with local operating sites. The role will also ensure compliance in weekly reporting ensuring that all candidates are moving through the pipeline in a timely manner. The Junior 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.

This role will be a temporary position for three months.

Responsibilities

- Sources candidates through online service platforms, databases, and targeted recruitment efforts
- Schedule initial phone screens for HR & AmeriCorps Program Managers candidates and hiring managers.
- Supports SBP's National Recruitment Team in recording all weekly and monthly recruitment data.
- Assists each SBP operating site with conducting initial application screening during peak recruit periods.
- Initiate and collect all candidate reference check information
- Updates all job postings, position descriptions, and key national recruitment platforms as necessary under the direction of the National Recruitment team
- Support collection, documentation, and file creation of key candidate information and onboarding materials for each site.

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 a 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
- Must be vaccinated against COVID-19 and provide proof of vaccination.

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.