

Recruitment Associate - Admissions Team

Position Summary: The role of Recruitment in Teach for the Philippines is critical to the organization's success in achieving its vision: access to an excellent education for all Filipino children – no matter who they were born to or where. It does this by being our first point of contact with networks that will reach Teacher Fellow candidates; seeing candidates through the Recruitment and Selection stages to Matriculation and eventually induction into the Fellowship.

- **What is the job's purpose?** The purpose of the job is to help the recruitment and matriculation manager meet the organization's annual recruitment targets, as set by the Board of Trustees (10% annual growth). Meeting this target requires attracting talent to join the Fellowship (Recruitment). The Recruitment Associate assists the manager in connecting and finding organizations, groups, schools and events that the team needs to attain the target number of candidates to be sent to the Summer Institute. Success indicator for this role is 100% turnover of target number of candidates to Summer Institute.
- **How does the job fit within the organization?** Without the tireless efforts of a proactive and professional Recruitment Associate, we cannot identify and recruit promising young Filipinos who will not just be transformative in classroom but lifelong advocates of education reform.
- **Why is the job important?** Simply put, without their jobs we will not have Teacher Fellows to contribute to the attainment of our shared vision.
- **What position does this job report to?** This role reports to the Recruitment and Matriculation Manager.
- **What is the span of control of the role?** An associate in Teach for the Philippines helps drive the success of his/her team. The organization's leadership believes in hiring individuals for specific talents and skill sets; and then with trust and good faith, subsequently allowing those individuals to do work that fits within the parameters of both the organization (Core Values and Employee Handbook) and their function's specific framework.
- **What are the main challenges facing this role?** The principal challenges are the travel and tireless efforts to spread awareness of and create excitement about our program, in order to recruit the most promising of each year's batch of graduates and young professionals. The recruitment associate needs to have innovative and pioneering ideals to reach the target number of candidates- to help connect and bridge Teach for the Philippines to as many organizations, schools and establishments that will provide the ideal candidates that will be invited to the Summer Institute.

RESPONSIBILITIES	QUALIFICATIONS
<ul style="list-style-type: none"> • Identify prospective applicants and faculty/staff contacts not only by conducting online research, but also by using on- campus resources to identify top candidates for the cohort <ul style="list-style-type: none"> • Compel top prospective candidates to meet with a member of the Recruitment Team by writing personalized e-mails tailored to each individual • Conduct initial cultivation calls and one-on-one meetings with high priority candidates • Execution and tracking of marketing strategies to increase mass visibility on and off campus • Organize and provide logistical coordination for recruitment events, information sessions, career fairs, and the visits of recruitment managers or other campus visitors <ul style="list-style-type: none"> • Collect and analyze data to evaluate effectiveness of individual strategies and overall recruitment • Network and connect Teach for the Philippines to appropriate school offices, officials, groups, clubs and organizations, making touch base letters and communicating with these groups • Creatively find areas of engagement with potential youth organizations, development organizations, schools, groups and individuals through projects and events • Establish/maintain partnerships with schools, youth organizations, development organizations, groups and individuals by participating in lead projects and events as keynote partner • Institutionalize regional recruitment by connecting with local stakeholders, local government officials, school student councils and officials to assist in logistical preparation • Contribute to existing database of standard procedures for recruitment • Understand and apply the Teach for 	<p><u>Role Requirements</u></p> <ul style="list-style-type: none"> • Bachelor’s degree required • Experience in planning and executing events strongly preferred • Experience in project management strongly preferred • Advanced technological skills (including Microsoft Office and Google Docs) required • Comfort working with databases, trackers and analyzing data • Excellent writing skills • Willingness to travel and work some weekends and evenings <p><u>Skill Competencies</u></p> <ul style="list-style-type: none"> • Fluency in English and Filipino • Outstanding interpersonal, communication and presentation skills • Excellent attention to detail and organizational skills • Ability to collaborate or identify areas of partnership with organizations and institutions • Ability to juggle multiple tasks at once • Ability to make decisions and operate on them, including the ability to pivot strategies when better ones are suggested • Experience tracking a budget is preferred <p><u>Character Competencies</u></p> <ul style="list-style-type: none"> • Deep commitment and excellent Ambassador of Teach for the Philippines’ Core Values • Ability to work well with multiple stakeholders – international and local • Professional demeanor • Flexible – can take on any task that will contribute to the Organization when needed • Humble

<p>the Philippines selection rubrics (competencies) to the recruitment process.</p> <ul style="list-style-type: none"> • Learn Salesforce – how to read, encode and analyze data. • Search for, join and be present at job fairs. • Collect pertinent candidate information that will be helpful in the admissions process – encoding and inputting data for sourcing • Help matriculate identified target number of candidates to Summer Institute • Assist in matriculation tasks and other admissions work after recruitment season • Ensure high levels of customer satisfaction throughout the admissions process • Provide administrative support including, but not limited to: conducting relevant research; tracking all aspects of campaign progress; maintaining databases; updating the admissions calendar; and coordinating travel 	<ul style="list-style-type: none"> • Self-motivated • Can deal with ambiguity • Strong sense of accountability and responsibility • Ability to deliver results on deadline • Resourceful and able to be proactive/use initiative - A doer, not just a thinker
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Outcomes: Success in this role means the following will be accomplished:

- Reached 700 number of interested individuals to register (Team Effort)
- 50 number of Recruitment Events set-up (10 TFP initiated, Team Effort)
- 20 activities involving marketing and exposure activities (Team Effort)
- 3 Recruitment Event Set up (at least one regional event, Individual)
- 15 number of new connections that will provide the ideal candidates (Individual)
- 70% Field based work involving Job Fairs, Career Fairs, Talks and Info Sessions during the recruitment period (Marketing and Recruiting)
- Working conditions: Start time is regularly 8:00am to 5pm. This said, the position has certain days set aside for the field – up for initial discussion with the Director of Admissions/ Direct Supervisor. Thereafter, individual adjustments to start and end times are handled on a case to case basis with HR. Please ask to see our Employee Handbook.
- This role will require significant travel to various schools, organizations, provinces that might include weekends and holidays depending on the schedule of the events.
- This role will attend the weekly Admissions alignment meeting, the monthly All Team meeting, and may be called in to attend other organization meetings when needed.
- Principal place of work: Unit 201, Asia Tower, Benavidez Street corner Paseo de Roxas Avenue, Makati.