



**Position:** Coordinator, Fellowship Recruitment

**Who we are looking for?**

We are looking for an organized, strategic and relentless individual who wants to learn about effective urban charter schools and be ready to support and inform the on-the-ground recruitment efforts for the Building Excellent Schools Fellowship. The attitude of the Coordinator is that s/he will do whatever it takes to get the job done well, including handling all the administrative support required to effectively execute the job function and support the needs of the Talent and Recruitment team.

**Performance Expectations:**

***Event Management (35%)***

- Identifies conferences and events, and coordinates registration and attendance for BES recruiters;
- Helps design and implement BES-hosted events, including handling marketing, venue identification, RSVP management, and procurement and catering arrangements;
- Represents BES in a recruiting capacity at career and graduate school fairs, and other conference and events where appropriate.

***Administrative Support (15%)***

- Strategically manages G: drive to ensure accurate recordkeeping, to maintain clear organization of materials, and to facilitate access to timely and relevant information for BES recruiters;
- Coordinates collective communication and ongoing meetings of the recruitment team;
- Maintains and updates Fellowship and Summer Leader Internship postings in various outlets across the country, including taking a first pass at reviewing Summer Leader resumes.

***Research and Data Analysis (25%)***

- Conducts basic demographic and educational territory research and compiles territory reports;
- Coordinates data collection on recruiting efforts, including information sessions, Fellowship nominations, and Fellowship inquiries; and conducts rigorous data analysis and reports regularly on overall trends;
- Ensures wide dissemination of BES collateral by identifying appropriate regional partners.

***Prospect Sourcing and Cultivation (25%)***

- Ensures an adequate pool of Fellowship candidates by identifying and sourcing potential applicants through research, conducting recruiting calls, and driving Fellowship applications;
- Help source lists of Fellowship prospects and facilitate outreach on behalf of BES Recruiters;
- Support recruitment efforts on an as needed basis, such as conducting online information sessions, phone cultivation, and potential travel to meet with candidates

**Required Skills, Experience and Competencies:**

- Bachelor's degree required
- Highly developed organizational skills and multitasking ability while remaining attentive to details
- Able to communicate effectively and professionally with BES recruiters, prospective Fellows, and other relevant constituents
- Proactive and motivated, with a solution-oriented approach to work, and effective under deadlines
- High level of proficiency with Microsoft Office
- Willingness to travel up to 25%, with the potential for travel frequency to increase by season

Interested applicants should send a resume and cover letter to Charlotte Jackson, Director, Talent Operations at [cjackson@buildingexcellentschools.org](mailto:cjackson@buildingexcellentschools.org).