



RAINIER SCHOLARS

Job Announcement

Director of Recruitment | Tacoma

MISSION: Rainier Scholars cultivates the academic potential and leadership skills of hard-working, underrepresented students of color. By creating access to transformative educational and career opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

ORGANIZATION: Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most under-represented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% would be the first in their family to earn a college degree. Our program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others ever deemed possible.

With a budget size of \$4.5 million, a staff team of 36 FTE and over 800 scholars and families whom we currently serve, Rainier Scholars has established a positive brand for our unwavering commitment to education, proven success rate, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

The Tacoma program is currently in its infancy and will start serving Tacoma Public Schools' families and scholars in summer 2022. The model will generally follow the Seattle program, but Tacoma will be unique in that our design will center multi-generational African American families. Leading up to our official program start, our goal is to make ourselves known in the Tacoma community and start to build a pipeline of eligible prospective scholars. This role will be critical to the early stages of our program expansion and development.

SUMMARY: The Director of Recruitment oversees the recruitment, application, interview, deliberations and enrollment processes for Rainier Scholars Tacoma. The Director will manage community outreach in the Tacoma Public Schools district with the potential of extending the Tacoma program into other outlying areas. This position requires the ability to interface with multiple audiences, including people of color, young students and their families, faculty and staff at educational institutions, local community-based organizations and professionals in the broader community. The tasks listed below are intended as a general framework of the responsibilities of this position. Flexibility and continued quality improvement are necessary in our organization; thus, Rainier Scholars requires that individuals not perceive any job description as fixed.

RESPONSIBILITIES:

- Serve as lead representative for the organization in all recruitment and outreach efforts.
- Oversee all aspects of recruitment and application process for scholars.
- Conduct outreach to schools, community agencies, and families to build relationships, cultivate interest in the program, and identify potential applicant pool.
- Develop recruitment team of current scholars and their families.
- Develop team of translators, including scholars' families.
- Manage process of student interviews for program.
- Manage process of deliberations to select cohort of students; train and monitor deliberations team.
- Collaborate with Academic Director to plan and implement welcoming activities and develop onboarding process and materials for families.
- Collaborate with Marketing & Communications Director to design and develop marketing materials.

The successful candidate will be able to:

- Demonstrate principles and practices of recruitment and marketing of educational programs.
- Demonstrate principles and practices of effective family/community engagement.
- Demonstrate knowledge of best practices in education with specific focus on the culturally, ethnically, racially, linguistically, and economically diverse population we serve.
- Demonstrate knowledge of trauma-informed practice.
- Communicate effectively with a wide variety of people and build relationships, including scholars, parents, community partners, educators, and vendors; persuade target audiences of the benefits of a rigorous academic program and the value of their investment in it.
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills (including public speaking).
- Show exceptional judgment and integrity, including maintaining confidentiality as appropriate.
- A working understanding of anti-racism work and issues related to diversity, equity and inclusion.
- Develop processes that reflect understanding and empathy for populations with limited technical expertise; promote accessibility.

QUALIFICATIONS:

REQUIRED:

- 3+ years of experience providing program oversight and management in settings focused on students and families of color.
- Experience in recruitment and outreach efforts in an educational or equivalent setting.
- Bachelor's degree in education, marketing, business or a related field.
- Experience with database management and/or entry.
- Mastery in Microsoft Office programs (Word, Excel, etc.)

DESIRED:

- Master's degree.
- Bilingual proficiency in Spanish.
- Tacoma residency, and/or deep connection to the Tacoma community.

DESCRIPTION: 40 hours/week, \$57-62K annual salary. Medical, dental and vision benefits included, in addition to retirement contribution matching, 11 paid holidays, vacation and sick leave, and professional development opportunities. While most work is performed during regular office hours, some weekend and evening work is required. Interested applicants should send cover letter, resume and list of references to:

TO APPLY

Interested applicants should send a cover letter, resume and list of references to apply@rainierscholars.org, or:

Rainier Scholars

Attn: Hiring, Director of Recruitment – Tacoma

2100 24th Ave. S., Suite 360, Seattle, WA 98144 | (206) 407-2111

Please specify in your cover letter how you learned of this position. Open until filled.

Our work is rooted in ensuring people from marginalized communities have the opportunity to thrive in education and careers that they are passionate about. Rainier Scholars is an equal opportunity employer committed to promoting an equitable and inclusive environment for our scholars, families, and staff. We welcome applications from people of all backgrounds, and strongly encourage people of color, first generation college, and people from working class backgrounds to apply.