

JOB DESCRIPTION

Recruitment Manager

Department: Recruitment Department
Location: Allen, TX
FLSA Status: Exempt

Reports To: Director of Recruitment
Travel: 10%
Version Date: May 2023

Summary:

The Recruitment Manager in the Recruitment Department serves as the primary contact for recruiting students and managing partnerships for the Israel trip. The Recruitment Manager manages the pre-trip journey of Points of Contact (POC) at partner schools, empowering and informing POCs in realms of recruitment and logistics for the Israel trip. In addition, the Recruitment Manager engages with the participant journey by recruiting students, reviewing applications, and assisting students in their pre-trip logistics preparation. Other duties include providing administrative support to the Recruitment Department, conference exhibiting, planning and conducting student interest meetings, and other projects as assigned.

Job Duties and Responsibilities:

- Equip and support assigned Points of Contact at schools and organizations through the pre-trip recruitment process by hosting orientations and one-on-one calls, supervising recruitment timelines, and providing registration updates.
- Execute recruitment strategies in conversations with applicants to maintain a high application completion rate.
- Manage the application process for assigned partners by vetting applicants, making the final approval, and answering the POC's questions regarding the application and trip.
- Collaborate with Israel Operations' Trip Organizer team to finalize group rosters, flight deviations, and specialized itineraries.
- Drive recruitment of independent students through conference exhibition, conducting student interest meetings, and assisting the director with lead cultivation and contact.
- Liaise between partners and Passages departments to ensure timely delivery of solutions.
- Serve as consultant to Senior Fellows, Trip Staff, and Guides as it relates to the culture of assigned partners.

Qualifications/Skills:

- Bachelor's Degree or equivalent experience
- Previous recruitment experience preferred (higher education admissions a plus)
- Team player - ability to work collaboratively with a team in a fast-paced environment.

- Personal commitment to the biblical roots of the Christian faith and modern Israel, with a passion for connecting Christian college students with the same.
- Sharp, proven administrative and professional communication skills.
- Proficient with Microsoft, iOS, and other mobile/desktop technologies.
- Salesforce experience preferred.
- High level of attention to detail, combined with business process/bigger picture orientation.
- Trouble-shooting, problem-solving, and solution oriented.
- Ability to cultivate and maintain professional relationships with external partners.
- Ability to relocate to Passages office in Allen, TX.
- Ability to travel domestically and internationally.
- Passages program alumnus preferred.

To apply, please submit your cover letter, resume, and references to harrison@passagesisrael.org

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

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