

# Seeking Recruitment Coordinator

**\*Must be willing to travel to Fairfax County, VA, Loudoun County, VA, Montgomery County, MD, and Prince George's County, MD**

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We are seeking a dynamic, enthusiastic, and creative individual to join a large federally funded grant that recruits couples to participate in a program that includes psychoeducation on stress management, communication, and financial management, employment support services, and connects couples and their families to community services.

## **Job Duties and Responsibilities** include:

- Track and analyze marketing and recruitment efforts to develop sustainable and effect recruitment strategies
- Execute marketing and recruitment efforts in both Maryland and Virginia
- Develop marketing materials
- Maintain and establish partnerships with community organizations.
- Market the program at community Events
- Expand the program's visibility within as many outlets (ex. Website, social media, Community)
- Present the program to potential participants and organizations;
- Coordinate and supervise recruitment specialists' work

## **Required Qualifications and Qualities**

- Bachelor's degree
- Strong interpersonal and communication skills
- Strong analytical skills
- Strong management and supervisory skills

## **Desirable Qualification**

- Experience with Marketing, Community Programs, Outreach, and Sales
- Experience presenting and marketing community programs
- Experience with marketing throughout social media and other media outlets
- Strong interpersonal and communication skills

This position for **at least** 20-hours per week with competitive compensation. To apply, please send a résumé and cover letter to [athai@umd.edu](mailto:athai@umd.edu). The position is open immediately and will remain open until filled.