



STUDENT RECRUITMENT COORDINATOR

ORGANIZATION SUMMARY

Our mission is to graduate every student attending an LA Promise Fund Neighborhood school college and career ready. Through a robust school turnaround model, LA Promise Fund partners with a cadre of schools committed to ensuring that students growing up in poverty receive an excellent education.

LA Promise Fund Neighborhood is an enrollment zone that includes two large South LA high schools (Manual Arts and West Adams Prep) and one middle school (John Muir) operated by LA Promise Fund in a first-of-its-kind performance contract with the Los Angeles Unified School District. In Spring 2016, LA Promise Fund was approved to grow its network of feeder schools in South Los Angeles via the charter school model; LA Promise Charter Middle School #1 opened in August -2016 and LA Promise Charter High School #1 is scheduled to opened in August-2017.

Within this zone, LA Promise Fund transforms chronically failing public schools, opens new schools and remakes schools into community hubs that offer comprehensive support services for students and families. By doing this, LA Promise Fund will prepare every child in LA Promise Fund Neighborhood to be college and career-ready, healthy and successful in life. To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Student Recruitment Coordinator reports to the Director of Parent Engagement and is responsible for not only *informing* students and their families about LA Promise Fund's charter schools but also recruiting students and their families to enroll in the charter schools and be part of the LA Promise Fund Family.

The Student Recruitment Coordinator is a seasonal part-time position (approximately 20hours per week) working from various schools and locations within an assigned area. The position requires travel throughout the region on a regular basis to build community partnerships, attend community events and meetings, and lead canvassing efforts.

RESPONSIBILITIES AND DUTIES

The primary responsibilities of the Student Recruitment Coordinator are to help:

- 1) Raise awareness of LA Promise Fund Charter Schools in the local community
- 2) Generate qualified inquiries for student enrollment
- 3) Support assigned schools in converting inquiries into new student enrollments
- 4) Maintain accurate reporting of the new student enrollment pipeline.

The Student Recruitment Coordinator will:

- 1) Become proficient in all aspects of the student enrollment process, school program, and the organization's mission and vision.
- 2) Engage in extensive, ground level marketing activities including major lead generation through canvassing and networking.

In addition to other duties as assigned.

CANDIDATE REQUIREMENTS

- High School Diploma
- 2+ years' experience in Sales, Recruitment, Community Organizing, Customer Service, or related fields
- Strong verbal and written communication skills
- Ability to travel and possess own reliable transportation
- Ability to work a flexible schedule, primarily evenings and Saturdays
- Ability to lift 25-40 pounds and stand/walk up to four hours at a time
- Ability to pass federal, state, and local background checks
- Bilingual in Spanish Required

Knowledge, Skills and Abilities

- Commitment to LA Promise Fund mission
- Enjoys talking with people and is not shy about engaging a conversation with strangers.
- A strong collaborator
- Comfortable receiving input from many sources
- Entrepreneurial - a hard worker with a high energy level, an action-oriented individual.

COMPENSATION

Salary commensurate with qualifications, experience and education. This is a temporary part time position for approximately three months with the potential to extend for a longer period of time.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.