**Recruitment Administrator - Draft**

**Title:**  Recruitment Administrator

**Location:** Jerusalem

**Reports to:** Chief Program Officer

**Status:** Part-Time; 20 hours/week

**Position summary:**

The Recruitment Administrator is a member of the program team at Encounter, playing a support role in ensuring recruitment and registration operations are smooth and efficient as we scale our Israeli leadership pipeline. The Recruitment Administrator will be responsible for the upkeep of our existing recruitment and registration systems so that our team has the information necessary to reach potential participants, steward them towards participation, and help to maintain our growing Israeli network.

**Responsibilities include:**

* Maintain and regularly update recruitment information in Salesforce CRM, in coordination with the Recruitment and Engagement Manager and others supporting recruitment work.
* Create and maintain prospect list, regularly updating to ensure it is up-to-date, accurate, accessible, and well-organized.
* Conduct research on potential program participants, including finding contact information and qualifying them for participation.
* Manage communications to program participants, including invitations to prospects, follow-up on invitations, and sharing essential information before and after programs.
* Steward prospective participants through the recruitment pipeline, moving them from initial invitation to completed registration.
* Manage the administrative side of registration including liaising with participants to collect and edit all required information and materials (i.e. permit requests, biographies, deposits, dietary needs, etc.).
* Confirm and track attendance at in-person and online events.
* Serve as technical support during online preparatory and post-programs.
* Additional duties relative to recruitment and program matriculation may be assigned.

**Qualifications:**

* Deep alignment and commitment to the values, vision and mission of Encounter.
* Highly organized and able to perform and prioritize multiple tasks seamlessly with meticulous attention to detail. Adaptable to various competing demands.
* Exceptional interpersonal, written, and verbal communication skills.
* Tech-savvy, with an ability to quickly learn new systems and lead on implementing them.
* Hebrew as mother tongue. Fluency in spoken and written English.
* Radical candor is a principle of engagement at Encounter. The successful employee must possess a strong sense of self and be able to meet moments of pressure with centeredness and a generosity of spirit.
* Highly resourceful self-starter, with the ability to take initiative and be effective independently.
* Proficiency with Salesforce is a plus.
* Ability to work late-afternoon/early-evening hours to align with US work hours one-to-two days per week. This position’s supervisor is based in New York and supervision meetings will take place in the late afternoon or early evening.
* Flexibility, warmth, grace under pressure.
* Passion, humility, a sense of humor, integrity, resilience, and a positive attitude.

**Salary:** 5,800 NIS - 6,875 NIS per month, commensurate with experience.

**To apply**, please send your resume and letter indicating why you think you are the right fit for this position to jobs@encounterprograms.org. Due to high volume, only those applicants selected for an interview will be contacted. Please, no phone calls.

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