



Position: Recruitment Coordinator
Program: AIDS/LifeCycle
Reports to: Sr. Outreach Manager
Salary: \$52,000 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the supervision of the AIDS/LifeCycle Recruitment Manager, the Recruitment Coordinator works with the Recruitment Team, and other staff to meet Southern California recruitment goals, by implementing and executing recruitment efforts. Assists in organizing and attending various outreach related to Participant recruitment, including, but not limited to, outreach at gyms, indoor cycling studios, businesses/industries, and communities.

ESSENTIAL FUNCTIONS:

- 1) Assists in the development and implementation of strategies for outreach and recruitment programs;
- 2) Develops short- and long-range recruitment plans within assigned recruitment programs (demographic, geographic, community-based);
- 3) Assists in the planning of Recruitment efforts at all AIDS/LifeCycle events, including, but not limited to: Thank You Party; Kickoff and Resolution Rides, Expo, Ticket to Ride, Day on the Ride, regional and team events, and AIDS/LifeCycle;
- 4) Organizes and represents AIDS/LifeCycle at various outreach events, such as farmers' markets, bike expos, athletic events and cultural fairs;
- 5) Develops and maintains outreach list, including all contact information, tasks and results;
- 6) Produces monthly effectiveness report;
- 7) Represents AIDS/LifeCycle to various businesses, governmental agencies, sponsor sources, and the general public;
- 8) Establishes relationships with community groups in order to facilitate recruitment;
- 9) Organizes institutional resources to facilitate these efforts;
- 10) Communicates with lapsed Participants and interested potential Participants over the phone, through email and in-person;
- 11) Works with Recruitment Manager to maintain volunteer structure and staffing to effectively accomplish AIDS/LifeCycle recruitment and retention goals and objectives;
- 12) Staffs AIDS/LifeCycle 7-day bike ride, as well as surrounding logistical "upload" and "download" days;
- 13) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 2-5 years of experience similar bicycling or fundraising events with direct knowledge of AIDS/LifeCycle preferred;
- 2) Demonstrated ability to influence decision-making of consumers, understanding of marketing and recruitment methods, and sales or campaign experience, a plus;
- 3) Demonstrated ability to provide leadership, organize outreach activities effectively, and provide impeccable customer support and relations;
- 4) Excellent verbal and written communications skills, including public speaking;
- 5) Strong organizational, detail and interpersonal skills with the ability to work well under pressure;
- 6) Demonstrated project management skills, including managing and prioritizing projects with multiple and often competing deadlines;
- 7) General knowledge of social media platforms such as Facebook, Instagram and Twitter, including planning and scheduling Social Media campaigns;
- 8) Ability to work independently, to work under supervision, and to work in a team-based and goal-oriented environment;
- 9) Ability to supervise and train volunteers, including organizing, prioritizing, and scheduling work assignments;
- 10) Experience in creating, updating and maintaining ongoing status reports utilizing a PC and the Microsoft Office suite, specifically Word and Excel; understands how to use Google Drive;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 12) Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 13) A passion for the Center's work and its mission to make the world a better place for LGBTQ people.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.