



## **Outreach and Recruitment Coordinator—STT/STX**

### ***Job Description***

- **Salary:** *\$11-\$14 per hour*
- **Type of Work:** *Contractual*
- **Work Hours:** *20 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(1)-St. Thomas/St. John District (1) Position*

### **Purpose**

To assist in building strategic relationships with public and private sector business, public housing residents, as well as the community in general, conduct a variety of outreach and participant recruitment activities, and retain participants for program.

### **Responsibilities**

1. Develop and implement annual outreach and recruitment plan.
2. Work with YouthBuild Program Administrator, team members and participants to develop marketing plans to recruit new YouthBuild applicants.
3. Attend relevant community meetings.
4. Schedule and conduct presentations at community organizations, schools, churches etc.
5. Identify and conduct outreach in community, schools, etc.
6. Develop and implement digital marketing and social media recruitment strategies.
7. Maintain relationships with YouthBuild Partners/Stakeholders
8. Coordinate special events to include YouthBuild Open House and YouthBuild Day.
9. Assist in retention efforts for enrolled YouthBuild participants.
10. Develop and organize activities for applicants on YouthBuild waiting list.
11. Assist in the planning and organizing of Mental Toughness activities, recognition events and awards ceremonies.
12. Market the program and participants to eligible youthbuild applicants, potential employers/partners as well as develop presentations in conjunction with YouthBuild Program Manager about the program.
13. Attend staff meetings and/or trainings (on-island or off-island).
14. Enforce YouthBuild Trainee Manual as well as participants' contracts.
15. Assist with recruiting and retaining YouthBuild Volunteers.

16. Assist with creating, coordinating and implementing volunteer recognition activities. To include annual volunteer appreciation events, and quarterly volunteer awards for special achievements.
17. Prepare weekly, monthly and/or quarterly reports as required.
18. Keep accurate and auditable service records to include participants' case files.
19. Other related duties as assigned to assure programmatic operation and goals are met.

## **Qualifications**

1. Minimum High School Diploma/GED, YouthBuild Graduate preferred but not required.
2. A respect for the ideas and intelligence of young adults.
3. Familiar with Facebook, Twitter, and other social media resources.
4. Familiar with Microsoft Suites to include Microsoft Word, Publisher and PowerPoint.
5. Ability to work in an enthusiastic and encouraging way with young people who have not completed high school.
6. Good verbal and written skills.

## **How to Apply**

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

**Marilyn Miller**  
**Procurement Manager**  
**Procurement Department**  
**Virgin Islands Housing Authority**  
**P.O. Box 7668**  
**St. Thomas, V. I. 00801**

This vacancy will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.