



POSITION: Recruitment Coordinator, New England

ABOUT THE ORGANIZATION:

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented or denied access to college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, we have grown to serve approximately 15,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$4 million budget and a staff of 30, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to significantly increase the number of students served over the next three years; we are simultaneously focused on increasing the revenue and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at five times the national average for students from low-income backgrounds.

For more information, visit www.letsgetready.org

POSITION DESCRIPTION:

Reporting to the New England Program Director, and working closely with the Access and Success teams, the Recruitment Coordinator works to support the day-to-day management of program planning and execution. This is an exciting entry level opportunity for someone interested in recruitment, partnership development and is passionate about college access and success.

Responsibilities:

- Create replicable, annual recruitment work plan and processes to strengthen Let's Get Ready's volunteer recruitment and management capacity.
- Expand Let's Get Ready's reach and network of relationships to build pipeline of active volunteers, representing Let's Get Ready on college campuses and networking events.
- Recruit, train, and/or manage volunteer college students to serve as SAT tutors, college mentors, and field coordinators.
- Support student recruitment and enrollment processes by being the point-person to answer student and parent questions, guiding them to appropriate staff resources

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- Provide significant support with local high school student recruitment events, such as college and career fairs, in-class presentations, community events, etc.
- Manage program data entry and communications, keeping accurate and meticulous records that can be utilized for future recruitment cycles.
- Provide coaching support in high-need recruitment areas.
- Centralize and implement recruitment strategies to deepen partnership connections to LGR over the continuum of services
- Monitor progress toward vital recruitment data milestones, communicating progress towards team goals with Program Director.
- Support student recruitment for Executive Tours and lead other recruitment events as necessary

Qualifications:

- A genuine passion for, knowledge of, and commitment to LGR’s mission
- Interest in and familiarity with issues surrounding educational equity and vision for the impact of near-peer mentoring
- Demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- Exceptional communication, time management, and problem-solving skills; detail oriented
- Strong ambassadorship skills; comfortable engaging people from diverse backgrounds, presenting to groups, and building relationships with college or partner agency staff
- Experience analyzing data and creating high-quality, complex, comprehensive written reports
- Demonstrates a solutions-oriented approach, an enthusiastic response to challenges and flexibility and adaptability in a changing organization
- Ability to work independently and as part of a team
- Project management experience and strategic/systems-building capability
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint) and Google Suite
- Experience using Salesforce or a related database platform (preferred)

LOCATION:

Boston

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send resume and cover letter to careers@letsgetready.org, noting “New England Recruitment Coordinator” in the subject line. Please include your preferred gender pronouns and tell us how you learned about this role.

Let’s Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.