

Job Description: Recruiter

The Recruiter / Career Navigator is responsible for student recruitment, admissions, case management, and job placement support. This role ensures participants successfully complete training and transition into employment in the construction industry.

Key Responsibilities

Recruitment

- Conduct outreach to recruit program participants
- Build partnerships with community organizations and workforce agencies
- Coordinate enrollment and orientation activities
- Support marketing activities to drive enrollments.

Student Support

- Provide case management and career coaching
- Help students address barriers such as transportation or scheduling
- Track student attendance and engagement.

Career Preparation

- Provide resume development and interview preparation
- Coordinate employer presentations and job fairs
- Prepare students for job placement.

Placement and Retention

- Match graduates with employer partners
- Track employment outcomes
- Maintain follow-up with graduates to support retention.

Qualifications

- Bachelor's degree in workforce development, counseling, or related field preferred
- Experience in workforce programs or job placement
- Strong relationship-building skills
- Knowledge of construction industry employment preferred.

Technical Skills

- Proficient with Microsoft Office applications, including Excel, Word, and PowerPoint
- Skilled in leveraging social media platforms for communication, engagement, and recruitment
- Experience using applicants' tracking systems.