Recruiting Specialist – Job Training

City of Refuge is a Nonprofit for impact organization that provides Light, Hope and Transformation to a community that has been historically underserved. The City of Refuge provides one stop shop for community members who find themselves in crisis.

A key part of the City of Refuge Mission is to provide Pathways to Opportunity through High Demand Job Training.

Summary
We are in search of an Information Technology Student Recruiter who is capable of identifying students in and underserved community who have high potential to be successful in the exciting and rewarding career in Coding and Cybersecurity. In this role you will be involved community awareness, pipeline development, student assessment, and achieving key strategic indicators.

The ideal candidate
Passionate about providing life transformation opportunities for individuals in and underserved community seeking a fresh start.

Why is this this role import to the City of Refuge Mission?
As the COR recruiter, you will be the connection to provide community awareness, access and acceleration breaking barriers to generational poverty in an underserved neighborhood with incredible untapped potential.

Once here you will:
- Develop and implement recruiting strategy to meet COR outlined goals

- Consistently provide updates on student pipeline

- Interview and assess applicants, administer assessment tests

- Work with students to overcome barriers for application approval

- Update reports on student identification and progress reports

- Work with Worksource Atlanta to assist candidates with WIOA (Workforce Innovation & Opportunity Act) process.

- Achieve recruiting goals

- Strong communication skills, both in straightforward messages and more tactful, softer messages, either in person, over the phone or over email.

Relevant experience and mindset:

- High school diploma or GED

- Proven track record in recruiting and overachieving goals

- Strong communications skills

- Strong bias to action and achieving goals

- Sales Force Skills