



3600 South Seeley Avenue, Chicago, IL 60609

www.amatehouse.org

Recruitment and Communications Coordinator

Basic Function:

The Recruitment and Communications Coordinator is responsible for developing Amate House's recruitment strategy and executing recruitment activities as well as coordinating social media and email communications that support annual recruitment of the organization's fellow corps. In addition, the Recruitment and Communications Coordinator oversees one of Amate House's two fellow communities.

The Recruitment and Communications Coordinator works collaboratively with Amate House Staff and Board of Directors in support of Amate House initiatives. The Recruitment and Communications Coordinator publicly represents Amate House in relationships with collaborators and partners in all matters related to recruitment. The Recruitment and Communications Coordinator reports to the Amate House Executive Director.

Duties and Responsibilities:

Recruitment and Selection Process (50%)

- Create a comprehensive recruitment plan that focuses on strategic recruiting for the long-term and developing a diversified fellow corps.
- Represent Amate House in person/virtually, or otherwise, at post graduate volunteer/career fairs and information sessions and exhibits at conferences and national events with the support of the Program Formation Coordinator.
- Cultivate new relationships and expand outreach to potential diverse recruiting pools.
- Educate school faculty and staff about Amate House's post-graduate volunteer program.
- Conceive of new ways to reach prospective fellows through mediums such as webinars, social media, live stream, etc.
- Plan, coordinate and speak at information sessions, classroom presentations and student Masses with the support of other program staff.
- Train current fellows and alumni to recruit on behalf of Amate House and coordinate their outreach activities.
- Work with the current fellow community to arrange in-person visits and overnight stays of applicants.
- Develop a database of personal volunteer experiences to inspire and encourage prospects considering service.
- Maintain relationships with interested applicants and create a development plan for each viable prospect; be responsible for communication with recruits.
- Meet with students one-on-one (or virtually) to assist in their discernment process.
- Coordinate the volunteer application process in conjunction with the Program Formation Coordinator. Receive, maintain and complete application files.
- Screen and interview all applicants in conjunction with the Program Formation Coordinator.
- Work with other program staff members to yearly select a fellow community for the Amate House program from the pool of prospective candidates.

House and Fellow Coordination (30%)

- Serve as a house coordinator. Support and guide the fellows. Help in facilitating to appropriately resolve personal, relational, and communal issues that surface in the fellow community. Foster an environment of respect, care, and a shared vision. Maintains a regular office hour schedule.
- Implement the formation and education components of the Amate House full time service and leadership development program developed by the Program Formation Coordinator. This includes orientation, retreats, in-service days, and regular community nights.
- Facilitate weekly community nights with the Amate House fellows, which include a house meeting, a shared meal, and the ongoing personal and communal formation and the development of the fellow community.
- Provide one-on-one support and supervision to Amate House fellows on a formal and informal basis. Involves a minimum of two formal one-on-one meetings during the service year with each fellow.
- Act as the primary liaison for all communication between the Amate House administrative staff and the Amate House he or she coordinates. Responsible for making sure necessary information is communicated in both directions in a timely fashion.
- Act as a first point of contact for Amate House fellows in the case of an emergency or accident.
- Maintain oversight over the physical condition of the Amate House residence with support from the office manager and under supervision of the executive director. Report repair needs to the office manager. Assist in coordination of needed service and repairs when necessary.
- Implement effective evaluation and planning mechanisms to ensure quality programming.

- Plan and participate in regular program planning meetings with other program staff and the executive director.

Marketing and Public Relations (15%)

- Develop marketing materials related to recruitment (i.e. brochures, handouts, etc.) with graphic design consultant.
- Coordinate social media efforts in conjunction with development staff to support recruitment and spread the word about Amate House including Facebook, Instagram, Twitter and other outlets.
- Update Amate House's website as needed as it relates to recruitment.
- Contribute articles and blog posts.
- Work with development staff and Executive Director to promote Amate House with the media as opportunities arise.
- Work collaboratively with other volunteer programs in Chicago and the United States to build collaborative recruitment relationships and activities.
- Maintain membership with Catholic Volunteer Network and utilize this resource for maximum impact specifically completing the annual survey and membership application as well coordinating grant dispersal and general programming surveys.
- Schedule and facilitate bi-monthly CASP (Chicago Area Service Project) consortium meetings.
- Work collaboratively with other Amate House staff to plan, coordinate and carry out Amate House special events.

Other Responsibilities (5%)

- Maintain detailed records of recruitment activities and evaluate recruitment strategy.
- Schedule all travel logistics and advertising initiatives within budget.
- Meets bi-weekly with the Executive Director to keep him/her abreast of recruitment and fellow prospects.
- Perform other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree required.
- Minimum of three years' professional work experience required. Experience in higher education, business development, recruitment, public relations or communications is preferred.
- Completion of a faith-based, volunteer service program similar to Amate House, or experience living in an intentional community is strongly preferred.
- Must demonstrate support for Catholic Church teaching, missions and values. Hiring consideration may be given to candidates who are Catholic.
- Commitment to Amate House's tenets of service, faith, community, social justice, and stewardship.
- Ability to work a flexible schedule, including two evenings per week and occasional weekends for retreats and in-service trainings. Approximately 40% of time is spent in the field (may be less during COVID-19 mitigation).
- Skills required: strong public relations, communication, organizational and interpersonal skills, adept public speaking, drive to succeed, strategic thinking, discipline and ability to work independently on multiple projects, attention to details, ability to manage time and meet deadlines, interviewing skills, proficiency with Microsoft Office Suite, One Drive, and Microsoft Teams. Must be a creative and serious user of social media outlets and understand how to use them in context to recruit Generation Z prospects to Amate House. Design skills and familiarity with Adobe Creative Suite are a plus.
- A valid driver's license is required. Out of state travel for recruiting may be required.
- Spanish proficiency is a plus.

About Amate House

Amate House is a year-long social justice leadership development program for college-educated adults between the ages of 21-29. Our program model includes full-time service, faith formation, professional and leadership development, and community living. Based on their professional interests, Amate House matches young adult leaders with full-time volunteer positions in non-profit organizations, schools and ministries in Chicago's most under-resourced communities. These young people live together in an Amate House residence and receive faith formation based on Catholic Social Teaching as well as intensive leadership development programming.

Amate House's mission is to develop young adult leaders into life-long social justice advocates who serve their communities while deepening their faith. Ultimately, we aspire to build a more just and loving society through leadership development for the Church and the world.

Amate House was established in 1984 as a volunteer program for young adults by three seminarians from the Archdiocese of Chicago, along with other lay and religious men and women, with the objective of transformation through service. The founders chose the name "Amate," the Latin imperative "to love," because they envisioned a program in which young adults would put "love into action," and answer the call to holiness by providing support and service to fulfill the needs of the city and the Archdiocese of Chicago.

Reply to this Job Post

Please send cover letter and resume to Jeannie Balandra at jbalanda@amatehouse.org or 3600 S. Seeley Chicago, IL 60609.