



Position Description

Position Title:	Leadership Recruitment Assistant
Reports To:	Director of Leadership
Date of Last Revision:	January 2010
FLSA Status:	Non-exempt; Full-Time

Position Summary:

Provides advanced administrative support to all leadership programs in the areas of recruitment and data entry. This includes supporting recruitment program development and design as well as assisting the Recruitment Coordinator. Serves as contact person for recruitment in Recruitment Coordinator's absence.

Essential Accountabilities:

1. Recruitment:

- Provides advanced administrative, word processing and database support to recruitment for all leadership programs.
- Responsible for layout and design of high quality materials which effectively achieve recruitment's outcomes.
- Responsible for timely and accurate assembly and delivery of recruitment materials.
- Written and verbal communication with alums, community leaders and participants.
- Responsible for coordinating arrangements for facilities used for recruitment meetings to effectively accommodate the needs of each recruitment phase, catering contracts and related invoices.
- Assists Recruitment Coordinator with participant recruitment efforts for all leadership programs including in-community presentations and meeting facilitation as needed.
- Responsible for recruitment related web content uploads which includes, but is not limited to, uploading and removing cohort and participant applications.
- Serves as contact person for recruitment in Recruitment Coordinator's absence.
- Performs other tasks and assignments as requested.

2. Leadership Database Entry for Recruitment:

- Responsible for data entry involving biographical information for leadership alumni, participants and mailings.
- Responsible for updating and maintaining address changes for all leadership alumni.
- Responsible for extracting mail groups and demographics from our current database.
- Responsible for updating, maintaining and organizing database information for leadership program nominees.

3. Responsible for working with the Recruitment Coordinator in creating a recruitment handbook which documents job and work flow.

4. Participates in other organizational teams and projects as assigned.

Supervisory Responsibilities:

None

Education and/or Experience:

- Formal preparation—a four-year degree (or an equivalent) in a related field
- A minimum of five years related experience including secretarial and/or administrative support experience.
- Program and/or project coordination experience.

Other Skills & Abilities:

- Proficiency with PC computer applications including word processing, database management, accounting/spreadsheets and presentations software applications.
- Good verbal and written communication skills and excellent telephone etiquette.
- Excellent interpersonal skills
- Ability to prioritize multiple duties and work within strict time frames
- Self-directed, and detail-oriented
- Excellent organization, decision making and problem solving skills.
- Ability to work independently with minimal supervision.
- Must be proactive in assisting with program management.
- Basic budgeting, accounting and financial knowledge.
- Ability to support organization values and operation procedures.
- Willingness to work in a team environment.

Typical Physical Requirements for the Position:

- Sitting daily 4-8 hours, standing up to 4 hours occasionally.
- Occasional lifting and carrying up to 45 lbs.
- Frequent repetitive motion of hands, fingers, wrists (keyboard usage) for several hours per day.
- Minimal travel required.

Qualified applicants should submit cover letter, resume and references to:

**Shari Undeland
100 N. Pokegama Avenue
Grand Rapids, MN 55744**

application@blandinfoundation.org (preferred)

Deadline for resume submission is *January 18, 2012* or until position is filled.