



Position Announcement: Recruitment & Data Coordinator – Conservation Corps programs

Heart of Oregon Corps is hiring for a qualified Recruitment & Data Coordinator for our Conservation Corps programs. We are looking for an individual who has motivation, professionalism, talent, and a passion for our mission of empowering and inspiring positive change in the lives of young people.

WHO WE ARE:

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. Heart of Oregon Corps trains tomorrow's workforce today. The Recruitment & Data Coordinator works with our year-round Conservation Corps programs, where local Opportunity Youth learn employability and leadership skills while protecting and improving public lands in Central Oregon. Learn more at www.heartoforegon.org.

POSITION AND ORGANIZATION INFO:

HOC's Recruitment & Data Coordinator will be responsible for meeting program enrollment goals. They will develop, coordinate, and implement a marketing and social media outreach plan and a robust referral partnership development plan to attract youth participants for HOC's programs. They will attend and speak at outreach events and hold referral partnership meetings and info sessions. They will continue to directly support corpsmembers throughout the multi-step admissions process, ensuring a smooth transition into our programs. This position handles clerical tasks related to program and grant management, including the creation of paperwork source documentation, grant-based data entry, organization of case files, electronic and hard copy records retention, etc. The Recruitment & Data Coordinator maintains and enhances internal procedures for the corpsmember admissions and data processes, working with program staff to facilitate background checks and ensure compliance with state and federal grant requirements. The Coordinator position will be the prime or backup administrator of HOC's participant database system (training provided) and conduct ongoing data entry into various online software systems, including Excel spreadsheets, and analyze and report data metrics to program teams and funders.

This position is primarily based out of our Bend, Oregon office with weekly scheduled time at our satellite office in Prineville, Oregon. Supervision for this position is provided by the Deputy Director but will also have close collaboration with a counterpart responsible for supporting our YouthBuild and Thrift Store programs. Additionally, collaboration with program and fiscal teams is essential to achieve recruitment, enrollment, and grant data entry objectives, ensuring compliance with federal, state, and grantee requirements.

QUALIFICATIONS:

We are seeking an ideal candidate who possesses the following attributes: Strong relationship-building skills with partners, youth and families. Ability to deliver presentations to groups effectively. Proficiency in problem-solving and prioritization. Capacity to work efficiently under tight deadlines. Strategic thinking skills and aptitude for data analysis. Demonstrated excellence in high quality data entry. Collaborative work style to effectively fulfill liaison duties.

The ideal candidate should have a minimum of an Associate degree (or directly related equivalent experience) and at least one year of office, business, or program experience; Bachelor's degree is preferred. Additionally, it is highly preferred the position is held by someone with bilingual (Spanish) skills. We are looking for an individual who can work in a fast-paced often-changing environment, and focus their attention on detail, accuracy, and timely completion of tasks. Professionalism, confidentiality, and reliability are required. A positive attitude, collaborative approach, and good sense of humor is appreciated.

Physical Requirements: light duty work in an office setting. Some walking, standing, stooping and occasionally carrying/lifting of items under 25 pounds.

BENEFITS:

Starting wage for this position is \$24.15/hour. This is a full-time, year-round, hourly staff position, with employee health, dental and vision benefits paid 100% by the employer. Time off is generous, with 12 paid holidays (which includes 6 days while the offices are closed over the winter holidays), plus 80 hours paid vacation and 40 hours paid sick time/year. Vacation leave benefits increase after one year. HOC's values-driven culture also includes periodic all-team trainings and retreats, and annual mission-focused community service and youth celebration events. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

HOC's programs serve diverse youth—including young women, Latino, Native American, LGBTQ+ youth and other minority youth, and youth who experience disabilities. Applicants who represent these groups are especially encouraged to apply.

APPLICATION PROCESS:

If you are interested, please submit the following to hr@heartoforegon.org.

- A Cover Letter (in an email is ok)
- A Resume

As long as this position is posted, we are accepting applications.

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check. Valid driving license and good driving record required, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Interviews will take place on a rolling basis. All applicants will be contacted by phone or email regarding your application results by the end of the process. We strive to respect the time and effort required to apply.

Thank you for your interest!

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting hr@heartoforegon.org. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.