Kentucky’s Wilderness Road Council

JOB POSTING

Membership Recruitment Specialist

This position is great for someone who loves recruiting, sales and marketing! You will be instrumental in creating the Must Have Girl Scout experience at the same time you are honing your skills to move up into manager/director-level positions.

This position is responsible for the overall Girl Scout program in their assigned area including the recruitment of new members and the retention of existing members and adult volunteers, community cultivation, program and training delivery. Candidate will develop and implement a comprehensive membership, volunteer and program recruitment plan to both recruit and retain adults and girls to achieve membership goals in assigned service area. Position will provide direct support to adult volunteers.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education:
- Bachelor’s degree required from an accredited college or university.

Knowledge/Experience:
- Experience and interest in the following areas have created the most success:
  - Membership Recruitment and Retention
  - Community Development
  - Data-based Decision-Making
  - Training
  - Outcomes-related or Grant-related programming
  - Event Planning
  - Sales and Marketing
  - Evaluation and Surveys
- Knowledge and understanding of the components of a volunteer management program helpful.
- Strong working knowledge of Microsoft Office: Windows, Office, and Outlook.

Essential Skills:
- Exceptional relationship-building skills, interaction with volunteers and community.
- Strong skills in planning, organizing, executing with attention to detail.
- Professional verbal and written communication skills that would be appropriate for a wide variety of audiences.
- Able to prepare and deliver persuasive stand-up presentations for a wide variety of audiences.
- Excellent judgment, with the ability to manage time, work independently, and handle multiple priorities.
- Able to problem-solve and use conflict management skills.
- Customer service and hospitality mentality.

Physical/Mental Essential Requirements:
- Ability to travel as the job requires – up to 80%.
- Ability to work flexible schedule, including evenings and weekends.
- Physical ability to lift, carry, set up work-related supplies and/or equipment weighing at least 20 pounds.
- Ability to sit at a computer work station for extended periods of time.
- Full range of body motion including manual and finger dexterity and eye-hand coordination.
- Requires corrected vision and hearing to normal range.
- Able to provide own method of transportation, have valid driver’s license with appropriate insurance.

Other

- Full-Time, entry-level positions starting at $26,900.
- Excellent benefits package
- This position represents several available openings in our service area. When applying please indicate your desired work area and if you are willing to relocate.

To apply, please send cover letter describing your interest in working with Girl Scouts, résumé, salary history and requirement, and (5) professional references to hr@gswrc.org by January 15, 2013.

Please place position title in subject line.

No phone calls, please.