



Partnership & Recruitment Lead

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Human Resources
Reports To:	Human Resources Manager
Position Classification:	Long-Term volunteer
Length of Service:	1+ year commitment

POSITION SUMMARY

The Partnership & Recruitment Lead builds and maintains partnerships with diverse communities and networks, and initiate new relationships with organizations and churches to help reach strategic goals for Holden.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Promote Holden's volunteer/employment positions and build and maintain partnerships with diverse communities and networks.
- Develop creative resources for recruiting staff, e.g. announcements, bulletin boards, presentations to schools, churches, reunions, Work Groups, etc.
- Maintain communication with Staffing Coordinators regarding potential applicants and groups.
- Research, identify, and recruit new partnership relationships and work to develop potential ways Holden Village and its partners can build solutions together
- Introduce potential partners to Holden Village and screen for high impact potential while cultivating collaborative relationships
- Maintain Holden's presence on and post open positions on various recruiting sites.
- Strategize the use of the annual recruitment budget.
- Review & assess current strong collaborative partners and share their stories with the fund development team.

- Assist with orientations, trainings, and workshops to ensure Holden Village partners with nonprofits and churches who are aligned with our mission.
- Evaluate partnership cultivation strategy and adjust annually.
- Manage partner relations and hand-off to applicable Holden department managers, staffing coordinators, Director Development & Outreach, or Executive Directors
- Provide regular check-ins with staff, groups, and leadership from the cultivated partnerships.
- Represent Holden outside the village as requested.
- Communicate with people and organizations requesting information about Holden, opportunities to volunteer, internship/work study formation opportunities and applications for staff positions.
- Nurture and expand Holden's current institutional relationships.
- Communicate with potential volunteer staff via mail, e-mail, telephone, in person, as needed.
- Collaborate with communications staff to develop creative resources, e.g. announcements, bulletin boards, presentations to schools, churches, reunions, etc.
- Revise and update the turnover file with procedures and progress.

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- A strong awareness of and commitment to growing in the practice of justice: equity, diversity, and inclusion in community.
- Ability to relate to persons of all ages, gender, sexual orientation, racial, ethnic, and religious background.
- Attention to detail and strong database and computer skills.
- Experience with recruitment and/or strong interest in learning and developing a skillset in recruitment.
- Ability to relate to and communicate with persons of all ages, gender, sexual orientation, races, classes, and religious backgrounds.
- Detail-oriented with excellent organizational and record keeping skills.
- Creativity, perseverance, determination, initiative, accountability and problem-solving skills.
- Knowledgeable and passionate about the operation, program, and ministry of Holden Village.
- Self-motivated, able to work both independently and collaboratively with all Holden Village Teams in-person and virtually.
- Strong written and verbal communication skills and the ability to interact with all levels of professionals
- Excellent database and computer skills preferred.
- Experience working with people of diverse backgrounds
- Experience working with volunteers.
- Ability to travel, access to a personal vehicle, and a valid driver's license in good standing

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commit to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!