

Job Title	Recruiter
Employer/ Agency	Cornerstone Family Ministries
Job Description	<p>Reporting to the Director of Programs, the Program Recruiter will be responsible for the recruiting and developmental success of Cornerstone Family Ministries at a particular site ensuring student attendance and participation.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Program Development: <ul style="list-style-type: none"> ○ Works with the Director of Programs to communicate program events to students. ○ Interface with Director of Programs to understand, communicate and follow calendar year. ○ Create and develop promotional materials for programs. ○ Promote program activities and deliver promotional materials at apartment complexes, door to door, schools, and special events. • Student Recruiting <ul style="list-style-type: none"> ○ Meet with Director of Programs for a monthly meeting to assess recruiting needs and concerns. ○ Meet with Community partners to promote Cornerstone programs to their student population. ○ Use avenues of social media, call, and text weekly to promote programs. • Volunteer Recruiting <ul style="list-style-type: none"> ○ Work with Director of Programs to know & encourage site-specific volunteers. ○ Work with Director of Programs to develop volunteer appreciation gifts and events. ○ Evaluate volunteer needs & develop recruiting plan for bringing in new volunteers. ○ Execute year-end volunteer assessment for specific site.
Qualifications	<p>This is an extraordinary opportunity for an individual with program development and recruiting experience to grow and further develop proven programs.</p> <ul style="list-style-type: none"> • Excellent interpersonal skills with various ages. • Strength in coaching and retaining volunteers and students. • Reliable transportation. • Flexible work hours including some evenings during the school week and occasional weekends. • Ability to speak Spanish is helpful but not required. • Evidenced relationship with Jesus Christ. • Personal qualities of integrity, credibility, and a commitment to and passion for Cornerstone Family Ministries mission and vision.
Salary/Hours	10 hours per week at \$20 per hour
Employer/Agency	Cornerstone Family Ministries
Address	8945 Long Point Road Suite 114
City, State, Zip	Houston, Texas 77055
Email Address	info@cfmhouston.org

Application Method	Please email your cover letter and resume to: Russell Etheredge - Senior VP of Operations russell@cfmhouston.org
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.