



## Recruitment Manager

### Organization

Founded in 1975, Maryknoll Lay Missioners (MKLM) is a Catholic organization inspired by the mission of Jesus to live and work with poor communities in Africa, Asia and the Americas, responding to basic needs and helping to create a more just and compassionate world.

For more information, please visit [www.mkmlm.org](http://www.mkmlm.org)

### Primary Responsibilities

The Recruitment Manager is responsible for designing and implementing the annual Maryknoll Lay Missioners (MKLM) recruitment plan.

She/he will nurture and enhance existing MKLM networks and create new networks to attract individuals seeking to serve in overseas Catholic mission. The Recruitment Manager will work closely with members of the Mission Services Department (MSD), other MKLM departments as well as the Regions to fulfill the recruitment objectives of the organization. The Recruitment Manager serves as an integral part of MSD and will collaborate in other work areas of the department as needed.

### Principal Duties

Reporting to the MSD Director, the Recruitment Manager will:

1. Coordinate & conduct recruitment work, including:
  - a) Design and implement the annual MKLM recruitment plan and corresponding budget
  - b) Encourage qualified individuals to submit applications through phone and e-mail follow-up
  - c) Enter & retrieve data, create data inquiries relevant to recruitment, track status of inquiries through the organization's database and publish statistical reports
  - d) Establish new contacts, while maintaining networks with MKLM Returned Missioners, Maryknoll partners, diocesan offices, social justice organizations, universities, organizations of culturally diverse constituencies, parishes and others
  - e) Create and update recruitment materials, in collaboration with MSD staff and MKLM Communications & Public Relations Senior Manager
  - f) Make creative, efficient and effective use of MKLM social media sites for recruitment
  - g) Plan and implement informational sessions, discernment opportunities and other recruitment events as per the Recruitment Plan
  - h) Use print and social media to advertise for recruitment of new MKLM lay missionaries
  - i) Collaborate with other Maryknoll entities in joint recruitment activities
  - j) Represent MKLM at public events
  - k) Promote diversity efforts, particularly in the context of recruitment of new missionaries
  - l) Create multicultural approaches to the various cultural traditions that make up the face of the US Catholic Church today, especially the Latin communities that will soon be half of the Catholic population in the US Church
  - m) Motivate and assist others to promote the vocation of mission work with MKLM
2. Coordinate with Always a Missioner and US Church Relations Managers to engage Returned Missioners in recruitment work and to maximize church talks as recruitment opportunities.
3. Promote the active recruitment of new missionaries with all departments and regions.
4. Participate in other MSD and MKLM work as appropriate and requested by MSD Director.

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## Required Skills

- Understanding of US Catholic Church and community
- Excellent communication skills
- Strong interpersonal, interviewing, leadership and coordinating skills
- Ability to coach individuals regarding their ability to thrive in overseas mission with MKLM
- Capable of drafting & implementing the annual MKLM recruitment plan and budget
- Team player, but able to independently accomplish tasks & take initiative
- Ability to publicly represent MKLM, including public speaking in small and large venues
- Organized and capable of managing many relationships and tasks at once
- Ability to travel 75% of the time within the U.S., including some weekends
- Work well under the pressure of time limits when necessary
- Strong technical and creative skills in web-based/social media communication
- Experience with Microsoft Office and database management
- Fluency in Spanish will be helpful

## Experience & Education

- At least three years working in a job with clear performance goals, reporting and accountability requirements, and performance reviews
- Bachelor's degree or equivalent skills
- Excellent personal relationship skills
- Excellent communication, organization and time management skills • Ability to work independently and as a team member
- Experience in overseas mission or volunteer service in a multicultural environment
- Active practice of the Catholic faith with an understanding of the contemporary Catholic Church and Catholic social teachings
- Experience and appreciation for different cultural communities in the US Catholic Church
- Ability to work well within the U.S. Catholic Church and its culture
- Proven ability to coordinate, collaborate with, and engage a diverse community and population
- Experience in event planning, group facilitation, and training
- Knowledge of nonprofit or faith-based organizations is a plus

## Physical Requirements

1. Travel between buildings in all weather conditions
2. Travel between floors of buildings using stairs/elevators
3. Lift and carry materials, supplies and equipment to and from different work areas
4. Manual dexterity and visual acuity for use of IT equipment and systems

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