

## ROLE DESCRIPTION | Sister Circles Recruitment Community Connector



TITLE | Sister Circles Recruitment Community Connector

REPORTS TO | Operations Director

COMPENSATION | Contract role, 10 hours a week, \$16-18 an hour

### OVERVIEW

The role of the Cohort Recruitment Community Connector is, in cooperation with the entire Treetops Team, to further Treetops Collective mission by:

- Recruiting for the Sister Circles 2020 women's cohort
- Presenting to community organizations, social service agencies, churches, and other community institutions about the Treetops' Sister Circles program to inspire and engage them in actively referring women and teens to our program
- Visiting with women to share about the Sister Circles program, learning about them and their lives, then discerning if they are a fit for the program and whether they want to join.
- Keeping close records of recruitment conversations with personal information on all potential program members, so we can follow up in future years

### RESPONSIBILITIES

- Attend team meetings on Wednesday mornings.
- Proactively leverage your community connections and knowledge to make connections to places that would be good referral sources, educating them on Treetops and our Sister Circles program.
- Leverage your community connections and network to actively recruit New American women and teen girls for our Sister Circles program that will benefit from and can commit to the program.
- Manage referral form submissions from our website.
- Connect with potential recruits via phone for an initial screening and setup a time to meet with them at their home to share about the program.
- Meet with potential program recruits, ask good questions to understand their context, life situation and gain an understanding of their personality type and motivation; share about the Sister Circles program it's benefits and requirements.
- Accomplish close record keeping of all potential cohort recruits, including reasons why recruits were not interested or did not meet criteria, or reasons why recruits are a match for the program.
- Maintain communication and keep recruits who are a match engaged with us and build a relationship
- Get verbal and/or written agreement to join the program.

### QUALIFICATIONS

- Experience working with New American individuals
- Prefer Swahili, Kinyarwanda, Nepali, or Arabic speaker
- Adept at learning and retaining information, then sharing with others
- Comfortable speaking with new people, warm demeanor and ability to connect personally
- Highly responsible and able to work autonomously while being highly accountable for results
- Excellent and frequent communicator

### EXPECTATIONS

- Recruit at least 20 women for the 2020 Sister Circles cohort by end of November.

- Working both very collaboratively with the Treetops team by communicating frequently, well, and thoroughly, AND working autonomously and proactively when appropriate.
- Must maintain transportation, phone, and laptop computer to perform duties.
- Excellent and timely communication with the rest of the Treetops team.
- Thorough and appropriate use of tools--Asana, Gmail, Slack, Google Drive, etc.

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*Updated 8.26.19*