



Johnson Service Corps

<https://johnsonservicecorps.org/>

Position Description: Recruitment Specialist

Reports to Executive Director

About Johnson Service Corps

Johnson Service Corps (JSC) is a 10.5 month program for young adults, ages 21 to 28, to live together in intentional community, engage in justice work, and grow professionally, spiritually and personally in Durham, NC. Over the course of the year, our young adult “Fellows” live together in a shared house in Durham. They volunteer at local nonprofits 32 hours each week, mid-August through June. They engage in daily and weekly spiritual practices, biweekly group therapy, holistic health practices, quarterly spiritual retreats, and intensive professional skills and leadership development training.

JSC has served young adults and local nonprofits in the triangle for the last 23 years. We have a strong track record of serving marginalized communities, including economically disadvantaged communities, communities of color, women and children, our LGBTQIA community, and immigrants and refugees. Over these 23 years, we have partnered with many non-profits engaged in community service, organizing, policy advocacy, and social justice, such as the Pauli Murray Center, SECU Family Housing, Code the Dream, Families Moving Forward, L'Arche, Center for Responsible Lending, Habitat for Humanity, Compass Center, Step Up, and Book Harvest.

The Opportunity

This is an opportunity to provide real care, support, and relationships for Gen Z young adults, a vulnerable population. This is an opportunity to help young adults listen to their calling and to grow towards their best, strongest, most authentic, and spiritual self. This is an opportunity to be part of a devoted and joyful staff and Board team who serve these budding young people. This is an opportunity to support relationships across lines of difference, including race, gender, socioeconomic background, age, religion, and politics.

After a year in JSC, our young adult Fellows have built life-long relationships with each other, with their spiritual mentors, with their professional supervisors, with diverse faith communities, with us as staff, Board, and volunteers. Bolstered up by these relationships, our alum have gone on to become amazing, moral leaders in governmental, nonprofit, private, and religious sectors. This position is an opportunity to be part of the great work coming out of this spirit-centered program.

The Role

The Recruitment Specialist will be responsible for recruiting a diverse cohort of at least 6 young adults for the coming program year. They will design and manage all aspects of recruitment with support from the Executive Director. The Recruitment Specialist will also support networking and fundraising efforts throughout the diocese by presenting the story and purpose of JSC with churches and potential stakeholders.

Recruitment of Fellows:

- Manage Fellow recruitment efforts through in-person and online career fairs and networking events, including at local HBCUs
- Build relationships with Duke OUSF and Questbridge, UNC Carolina Covenant, NCCU spiritual center, Elon University religious studies department, and other local college departments serving first generation and low income college students, students of color, and students in spiritual and religious studies
- Manage online networking platforms such as Handshake, LinkedIn, Symplicity, Service Year
- Maintain and steward all recruitment contacts, including campus ministers, college career centers and service centers, church camps, Province IV Contacts, alumni, and local congregations
- Identify new contacts and venues for recruiting Fellows and building JSC relationships
- Coordinate with volunteers to include them at in-person and online career fairs
- Contribute to website content and monthly newsletter
- Support fundraising efforts and events
- There will be occasional requests by the Executive Director for tasks not listed above.

Skill Sets:

- Be an amazing people-person
- Be proactive and responsive
- Be relationship-focused
- Be self-directed, organized, and independent
- Be a champion for JSC

Compensation:

- ❖ Hourly wage: \$25/hr, 10 hrs/week, November 1, 2024- March 31, 2025
- ❖ Professional development support and paid trainings

The Recruiting Specialist is a part-time hourly wage position. This position will be paid once a month. The position is very flexible, and can be done at home and in-person. The weekly and monthly schedule will be agreed upon in conversation with the Executive Director.