



VACANCY ANNOUNCEMENT

Recruitment and Outreach Coordinator

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking a **Recruitment and Outreach Coordinator**. This is a professional position, which is closely aligned with the AAWDC mission and vision of delivering innovative workforce solutions to Anne Arundel County businesses and job seekers through use of industry sector strategies. This position will report to the Director, Maryland Tech Connection. This position will support two of AAWDC initiatives Maryland Tech Connection and Military Corps Career Connect.

Maryland is a hotbed for Information Technology, Cybersecurity, and Bioscience industries, hosting world-class government and private activities. Maryland Tech Connection (MTC) operates a \$10 million grant from the Department of Labor to increase the pipeline of skilled professionals in these H1-B industries. MTC does this by assisting unemployed or underemployed individuals revitalize their job search and get cutting-edge skills to open a path to a successful career in those IT, Cybersecurity, or Bioscience positions. Through MTC, individuals receive career coaching on the latest job search strategies and free training (educational and/or hands-on directly with businesses) as well as certification(s) related to IT or bioscience careers. Designed as a win-win collaboration, MTC partners with employers across the state to help connect successful individuals to open positions and a revived career path.

Military Corps Career Connect (C3) will use a demand-driven approach to support transitioning active duty service members, their spouses and veterans (48 months out of active duty service or less). Participants will be prepared for work after a life in the service in a way that directly correlates with industry needs. Based on the defined need, staff will assess a participant's military or work experience, skills and certifications, and then work to fill in the skill gaps with appropriate intensive services, training interventions and wrap around services. Partnering training providers will work with C3 staff to accelerate attainment of industry-recognized licensing and certification based on military experience and education. Additionally, in partnership with regional businesses and the US Chamber Foundation, work and learn opportunities will be used in an innovative way to connect the targeted population with a civilian professional network and provide valuable hands on training.

The Recruitment and Outreach Coordinator is responsible for sourcing, engaging, qualifying, assessing, and assisting long-term unemployed and underemployed, transitioning active duty service members, their spouses and Veteran job seekers. The incumbent is responsible for creation and implementation of a successful recruiting plan for a rich pipeline of candidates through a variety of mediums using research, networking, and database information with strong focus on creative sourcing. This includes internet research beyond the traditional sites. i.e. LinkedIn, Twitter, Facebook, etc. and partnering with the Industry and Veteran Navigators to find great candidates for a wide variety of positions in high demand Industries. This position maintains candidate resume database and works with Industry and Veteran Navigators, Business and Veteran Service Organizations (VSO) directly to find potential matches for job needs. The incumbent is responsible for accuracy related to policies and procedures, and meeting recruitment and performance goals, coordinating the individual training agreement process for job seekers and standards prescribed by the MTC and C3 grant.



The Ideal Candidate should have the following:

- Recruiting experience to include candidate assessment
- Proven success developing creative sourcing channels and sourcing strategies
- Proven success partnering with others to implement long-term recruiting/staffing strategies
- Extensive experience using search engine, social networking tools, and public databases
- Understands how to construct queries to drive effective search results
- Ability to manage multiple priorities and clients simultaneously.
- Strong presentation skills
- Strong communication and relationship building skills
- Understand military culture
- Understands industry trends
- Strong organizational skills

Education

B.A. degree in human resources, human services, education or related field. In exceptional cases, two years of directly related experience, in addition to the experience requirement below, may be considered in lieu of degree attainment.

Experience and Knowledge

Minimum of three years of recruiting experience to include candidate assessment is required. Proven success developing creative sourcing channels and sourcing strategies. Proven success partnering with others to implement long-term recruiting/staffing strategies. Extensive experience using search engine, social networking tools, and public databases. Understands how to construct and has used Boolean queries to drive effective search results. Ability to manage multiple priorities and clients simultaneously. Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements and Federal and State laws. Experience in preparing and conducting customer workshops or business presentations is required. Knowledge and understanding of the Department of Defense and US Department of Veteran Affairs. Knowledge of or experience working with long-term unemployed individuals is a plus. Experience working in the Tech, Cyber and Bio industries a plus. Agency recruiting experience is plus. Experience training and/or working with training vendor a plus.

Skills and Certifications

Proficiency in using online recruitment systems, social media, and Microsoft Office Suite, to include Excel and Word, must be verifiable. Knowledge Salesforce Application or other customer-tracking database. The position requires excellent organizational skills to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and client outcomes must be verifiable through references.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by March 10, 2017.

No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.