



**Washington Business Week
Program Recruiter & Public Relations
Position Description**

WBW Programs Overview: WBW offers high school youth week-long educational programs at both high school and university campus settings. Programs range from in-state, regional, to international in scope. There are currently three key programs focused on major industry sectors of Business, Healthcare and Technology.

Position Overview: This position is responsible for the recruitment of students for the summer programs as well as assisting in public relations and programmatic execution throughout the year. The Program Manager will manage the student ambassador program as well as the student intern program. This position requires about 25% travel, with heavier volumes in high recruiting months and summer season. This position will also be responsible for marketing & public relations in coordination with the Executive Director.

Responsibilities:

Recruitment

- Recruit students for summer programming with a target of 200 students for each our 3-week long programs. Students will be recruited from throughout Washington with an emphasis on Puget Sound area
- Deliver presentations to students, clubs, parent organization, teacher organizations, etc. to facilitate student recruitment
- Foster partnerships with key stakeholders including school administrators, teachers, and community leaders to encourage student participation in program
- Facilitate registration and participation of key groups
- Oversee online registration process in coordination with WBW software provider
- Manage marketing and messaging as related to student recruitment and the overall organization

Program Management

- Facilitate and support program delivery for university and high school based programs.
- Ensure facility contracts and logistics are being met with college campuses.
- Assist in research, development and revision of curriculum and resources for programs.
- Contribute to the development and preparation of curriculum, manuals, guidelines and other materials required for programs and new initiatives
- Prepare regular reports summarizing and analyzing university and high school based programs.
- Evaluate each program for continuous quality improvement, providing progress and evaluation reports.
- Facilitate student ambassador program

Administrative

- Support planning, execution, tracking, registration and evaluation of student and volunteer recruitment

- Recruit and supervise student interns and summer program staff
- Collaborate with WBW leadership and Board of Directors for delivery of quality programs.
- Monitor and manage the behavior and safety of high school student participants
- Creation and execution of marketing for the overall WBW program – on social media, website and E-newsletter

Qualifications

Required

- Bachelor's degree
- Professional experience in recruiting or sales
- Experience working with high school students
- Exceptional interpersonal and communication skills, both oral and written
- Excellent computer skills including MS Office suite and social networking tools
- Strong personnel and program management, critical thinking and problem-solving ability
- Ability to travel overnight for extended periods of time, as needed
- Must have reliable transportation, valid WA driver's license and verify current proof of insurance (WBW will reimburse mileage)

*Employment contingent on annual background check of criminal history information through the WSP.

Preferred

- Experience teaching in high school classroom settings
- Experience managing programs
- Professional experience in recruiting, managing, retaining and working effectively with volunteers
- Experience in effectively coordinating multiple projects within budget
- Ability to work independently, as well as collaboratively to achieve goals
- Experience fostering and building effective partnerships in business/education/community-based organizations
- Previous knowledge of WBW

Benefits Include:

Full Time Position 40+ hours a week

Salary Range: \$35,000 to \$45,000

Vehicle & Gas Flat Allowance \$250 a month

Benefits Packet: Paid Vacation & Holidays; paid medical, vision & dental coverage

401K optional after 1 year of employment.

Application Instructions:

Send cover letter and resume to andreak@wbw.org