



Recruitment & Outreach Coordinator

Position Overview

Contributes to the promotion, recruitment, enrollment, and ongoing support of Dragons participants & families.

Terms and Remuneration

- Based in Boulder, CO with an anticipated 3-4 weeks of domestic travel annually.
- 50% to 75% position, or roughly 20-30 hours/week.
- Can be combined with the “Digital & Creative Associate”.
- Compensation and benefits are commensurate with experience, salary history, and industry standards.

Responsibilities

- Direct marketing outreach to leads within Dragons CRM
- Support daily and weekly call and text campaigns
- Lead nurturing and conversion
- Phone and live chat support for prospective and signed up families
- Promote, schedule, and manage segments our road marketing team
- Represent Dragons on the road for 2-5 weeks of student recruitment
- Present to schools and families about Dragons
- Mobilize our alumni community to support recruitment efforts
- Support our office administration and other departments as needed

Skills

- Excellent written and verbal communication skills
- Demonstrated expertise in client relationship and trust building
- Experience with sales, lead nurturing and customer service
- Competency in giving presentations and public speaking
- Significant administrative, clerical, and logistical experience
- Strong familiarity with common administrative systems and technologies (e.g., managing spreadsheets, cloud based file sharing, CRM platforms, etc.)
- Unique in-country experience where we run programs and/or experience working in international programming
- Experience in a relevant field (i.e. education, guiding, development work, service learning, wilderness, non-profit sector, etc.)
- Ability to multitask and work comfortably in a fast paced environment
- Ability to adapt and roll with the punches
- Commitment to excellence

Interested candidates should contact Admissions Director Eva Vanek at eva@wheretherebedragons.com with a cover letter and resume.

Application deadline: August 19th