OUTREACH & RECRUITMENT ASSOCIATE

OVERVIEW

We're looking for someone who is enthusiastic about Dragons and wants to tell the world. The ideal candidate enjoys building relationships with strangers (i.e., You can spend 3 hours on the phone with strangers and still speak to your roommate when you get home), is organized, can multitask, and loves planning. This role will spend time on the road visiting families and schools, as well as supporting the daily operations of our marketing efforts via remote office.

PRIMARY RESPONSIBILITIES

- Answer phone, email, live chat, and text inquiries
- Identify, contact, and cultivate new student leads and relationships with key schools contacts
- Represent Dragons in-person for up to 10 weeks/year of student recruitment - presenting at schools, fairs, and to families
- Scheduling home visits, school visits, and other marketing opportunities.
- Mobilize our alumni community to support sales efforts
- Conduct marketing presentations & webinars
- Data management in salesforce and via Google suite

ADDITIONAL ADMINISTRATIVE SUPPORT

- Answer phones and help answer our general inquiry email
- Coordinate mailings and manage inventory
- Additional administrative tasks that arise on a regular basis to support trainings, marketing, and admissions

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Comfortable giving presentations and speaking to a wide range of audiences
- Excellent verbal and in writing skills
- Ability to multitask and work comfortably in a fast paced environment
- Experience supporting administrative tasks - from spreadsheets, phone calls, and daily email inquiries

www.wheretherebedragons.com
Adaptable, flexible, and collaborative

Is a motivated self-starter who can work independently, but also with a team.

Lots of energy and a high level of enthusiasm for the work that we do!

TERMS & REMUNERATION

- A minimum 8-months with potential to increase to 12-months, TBD by January 1st
- Full time (40 hours/week) preferred, but open to part time
- Start Date: August
- This is a remote position
- 5-10 weeks/year of travel anticipated within the U.S
- $40,000 to $50,000 USD annual salary range, starting commensurate with experience
- Benefits include travel, bonuses, flexible scheduling, paid volunteering, and more

Dragons is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, marital status, age, veterans’ status, disability, pregnancy or union activity.

TO APPLY

- Interested candidates should contact Marketing Director Eva Vanek with a cover letter and resume at eva@wheretherebedragons.com.
- Application Deadline: Rolling

www.wheretherebedragons.com