



Project Inspire Recruitment Coordinator

*Full-time, hybrid in-person/remote
Chattanooga, TN*

Public Education Foundation (PEF) seeks to hire a full-time Recruitment Coordinator to join its Project Inspire teacher residency team. The work of this team centers around developing diverse teacher-candidates as effective, day-one ready teachers who can thrive in the challenging circumstances currently concentrated within marginalized schools and communities. The Recruitment Coordinator will help develop and then execute plans for attracting and selecting a highly qualified class of teacher-residents through establishing relationships, communication with candidates, coordinating recruiting events, and ongoing communication with colleges, universities and other partner groups.

About the program

PEF launches and operates programs designed to increase the success of all students in Chattanooga, especially those who have been traditionally marginalized. Since 2010, Project Inspire has recruited and trained more than 200 talented college graduates or career-changers as licensed K-12 teachers in the areas of greatest need within our community. Our team is passionate about facilitating adult learning and doing the work that is needed to help the district accomplish its intentions for a more equitable public school system. The Project Inspire team maintains ongoing, close, collaborative partnerships with the key organizations needed to implement the teacher residency model effectively– Hamilton County Schools, University of Tennessee-Knoxville, and a national network of residencies affiliated with the National Center for Teacher Residencies.

Successful Project Inspire graduates will earn a Master's degree and licensure within the first two years of the program. All Project Inspire program graduates commit to teaching for at least four years in our partner schools. We are proud that four of the most recent Hamilton County Teachers of the Year are Project Inspire graduates, and most have exceeded their years of commitment.



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About the position

Project Inspire maintains a promise to schools and students that its graduates will be experienced, skilled educators ready from day one—ready to be fierce advocates for equity, ready to demonstrate the deep belief that all students can thrive when given the chance, and ready to promote a more inclusive culture within the school. In order to achieve this goal, the Recruitment Coordinator must be able to help identify and connect with talented, passionate people who have that innate desire and calling to be an educator. The coordinator must share Project Inspire's story, values, program, and requirements in an accurate and meaningful way that relates with potential candidates, guide the candidates through the application process, and determine that they possess the characteristics of a beginning great teacher.

This is a full-time, grant-funded position and is expected to require 40 hours per week. A flexible schedule will be determined in coordination with the Operations and Compliance Manager based on recruitment events, and the program and PEF's meeting schedules.

Qualifications

- Bachelor's or Associate's degree
- Strong interest in addressing educational inequality through recruitment of talented, passionate future educators
- Demonstrated ability to connect with, build, and maintain working relationships, especially with communities of color and marginalized groups
- Demonstrated organization and time management skills
- Ability to communicate professionally and effectively, orally and in writing
- Ability to develop and deliver compelling presentations
- Possess an engaging, energetic, and approachable personality
- Experience using rubrics
- Fluency with technology including Google Suite, Microsoft Suite, Handshake, and social media



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Responsibilities

Perform job related duties as assigned, including the following:

- Serve as a primary point of contact for candidates
- Manage required paperwork from the start of the recruitment process and until candidate acceptance into the program
- Participate in development, planning, and implementation of recruitment strategies
- Under guidance of the Operations Manager, review, assess, and evaluate candidate qualifications, skills, and experience
- Maintain regular communication with Project Inspire team, including weekly check-ins with the Operations Manager
- Serve in lead role for hosting, facilitating, and executing Project Inspire recruitment, retention and other events
- Plan and execute both virtual and on-campus recruiting activities including career fairs, campus presentations, networking events, recruitment campaigns, etc. and in recruiters' networking initiatives and opportunities
- Help create and post timely social media content that tells the Project Inspire story and experience
- Some travel and after-hour events required

Compensation

- \$40,000-\$45,000 with benefits package

Instructions

If you are interested in this position, please email a resume and a letter of introduction with the following information to Larry Stone at lstone@pefchattanooga.org and include the specific phrase "Project Inspire Recruiting" in the subject line.

1. How your related experience qualifies you for this position.



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2. An explanation of your views and commitment to equity, diversity, and public education.

Applications without a letter of introduction including the requested statements will not be considered. You are welcome to include additional documents or information as examples of your organization and communication skills or experience.