



**THEIR STORY
IS OUR STORY**

Recruitment Specialist

Major Objectives

Their Story Is Our Story (TSOS) gathers and shares firsthand refugee stories and immigrant advocate stories to change the perception and reception of refugees in communities worldwide. As a storytelling organization, TSOS works to expand its reach in both gathering new stories and sharing stories with the public through various platforms.

The Recruitment Specialist (RS) will oversee the recruitment process for the organization. The RS will interact with all departments to assess and fill staffing needs. As TSOS continues to grow, the RS will work with the Onboarding and Training Specialist to evolve all recruitment, onboarding and training procedures.

Major Responsibilities

- Regularly update the website with open positions.
- Coordinate with the Onboarding & Training Specialist to maintain the organization chart.
- Coordinate with all Directors to understand staffing needs.
- Facilitate the completion of all onboarding paperwork.
- Manage the creation of training materials and the updating of welcome materials.
- Coordinate with members of TSOS leadership to create department-specific materials.

Commitments

The role of Recruitment Specialist requires approximately 1-2 hours of work per week. The RS commits to a 24 hour turnaround time on communication and a monthly check in with the Director of Education & Engagement.

TSOS respects the needs of volunteers to balance other home and professional commitments. The RS will work with the Director of Education & Engagement to ensure that communication, meetings, and commitments align within the volunteer's boundaries and availability.

Onboarding

The Director of Education & Engagement will provide background training, clarify responsibilities and will check-in regularly to collaborate on vision and planning.

Supervision

The RS is supervised by the Director of Education & Engagement. The RS does not supervise other roles.