



## Director of Staff Recruitment and Post-Secondary Engagement

The Squash and Education Alliance seeks a Director of Staff Recruitment and Post-Secondary Engagement to build a national staff recruitment program on behalf of SEA's member programs and to engage SEA's post-secondary participants. This individual will grow the national talent pool for our programs by recruiting and attracting top candidates from colleges and other institutions across the country to work for SEA programs. This person will also lead efforts to support and connect the growing population of high school graduates and college students from our member programs. The ideal candidate will be both a strong network-builder and a skilled project manager, with the ability to connect people and organizations and to take ideas from conception to execution. Specific responsibilities include the following.

### Staff Recruitment

- Lead SEA staff recruitment efforts on behalf of member programs, developing relationships with colleges, graduate schools, and other institutions to funnel qualified candidates to the SEA network
- Present to and recruit squash players at colleges and universities across the US to become future staff members, volunteers, and supporters of SEA member programs
- Connect with and support SEA member programs to identify and address their staffing needs, especially for squash coaches
- Build relationships with college coaches, increasing awareness of and support for SEA and its member programs
- Organize and oversee an internship program that places college squash players at SEA member programs for a summer internship
- In coordination with other SEA staff, support the development of staff training programs that prepare summer interns and new staff at SEA member programs for their roles

### Post-Secondary Engagement

- Build and support a connected network among SEA high school program graduates through an Alumni Council, annual alumni events, and other gatherings throughout the year
- Manage SEA's Campus Connections on-campus support program and connect with SEA students on college campuses
- Assist in the management of SEA's Career Connections internship placement program and career readiness bootcamp
- Support the management of SEA alumni data by helping maintain up-to-date records
- Write and send out quarterly alumni newsletters

### Qualifications & Experience

- Bachelor's degree from a four-year university
- Experience as a volunteer, alumni, or staff member of an SEA member program a plus
- Exceptional interpersonal skills to build strong relationships with various stakeholders
- Proven track record in initiating and successfully leading groups or projects
- Strong writing and communication skills
- Self-starter who sets high standards for self and colleagues

**Hours and Travel:** This position will work primarily Monday through Friday, with some evenings and weekends. The position is based out of our NYC office, but will include regular travel to college and universities, as well as



travel to visit member programs, lead staff trainings, and support other SEA staff at various events throughout the year.

**Compensation & Benefits:** \$55,000 or higher, depending on experience. Includes 4 weeks of vacation annually, health insurance benefits, and, after one year of full-time service, a 401K matching plan. Vacation time must be taken outside of programming responsibilities.

**Start date:** August 2019

**The Squash and Education Alliance** is the umbrella organization and governing body of a network of youth development programs that combine squash, academics, mentoring, travel, and college support. Located in 25 cities in the United States and beyond, our programs support more than 2,500 children from low-income neighborhoods to reach their full academic, athletic, and personal potential. SEA leads the squash and education movement by launching new programs, promoting and enabling the highest quality programming among member organizations, and creating transformative educational and athletic experiences for students and alumni of our programs.

**Interested?** Candidates should send a resume and cover letter to [becky.silva@squashandeducation.org](mailto:becky.silva@squashandeducation.org).