



Job Description

SEA Recruiter (Part-time)

The Squash and Education Alliance (SEA) is seeking an industrious and organized part-time recruiter to help grow the national talent pool for our programs by recruiting and attracting candidates from colleges across the country to work for SEA programs. SEA is committed to helping its 20 U.S.-based member programs and 5 international affiliates to fill part-time and full-time staff positions as they become available. Positions the SEA Recruiter will seek to fill include: Squash Directors or Coaches; Academic Directors or Coordinators; Development Officers or Coordinators; and various administrative and operations-related positions.

Responsibilities

Responsibilities will include, but are not limited to, the following areas:

- Present to and recruit squash players at 10+ colleges and universities across the US to become future staff members, volunteers, and supporters of SEA member programs.
- Build relationships with college coaches, increasing awareness of and support for SEA and its member programs and affiliates.
- In coordination with other SEA staff, support the preparation of SEA recruitment collateral (i.e. marketing materials).
- Prepare travel details and schedule meetings for on-campus and squash tournament visits.
- Perform desk research and communications, including:
 - Sourcing for current and former college squash players using social media (e.g. LinkedIn) and compiling a database of contact information;
 - Maintaining a database of current college and university coaches;
 - Performing outreach (i.e. phone calls, emails) to college/university squash coaches and college squash players (current and former)

Qualifications & Experience

- Familiarity with SEA member programs as a volunteer, alumnus, or staff member a plus
- Experience as a college or club squash player a plus
- Exceptional interpersonal skills to build strong relationships with various stakeholders
- Strong communication skills
- Self-starter who sets high standards for self and colleagues

Compensation and Hours

- Compensation will be commensurate with qualifications and experience and paid on an hourly basis.
- Flexible. 5-15 hours per week, with some weekend hours and overnight travel required.

Duration of work: As soon as possible through May 2020, with the potential to extend employment.

Application Process: Interested candidates should send a resume and cover letter to SEA's Director of Program Support and Evaluation, Jennifer Sewell, at jennifer.sewell@squashandeducation.org. Applications will be considered on a rolling basis.