



## PHILADELPHIA FUTURES PRE-COLLEGE PROGRAM Recruitment Specialist Position

Philadelphia Futures provides low-income, first-generation-to-college students with the tools, resources and opportunities necessary for admission to and success in college. We transform lives by breaking down barriers that have historically excluded low-income, first-generation-to-college students from college success.

At the core of the organization are our Sponsor-A-Scholar (SAS) and College Connection Programs, which provide academic enrichment, including after-school and summer programming; SAT prep; career exploration activities; personalized college guidance; and comprehensive advising and support during college.

A Union of  
White-Williams Scholars  
& PHILADELPHIA FUTURES

### Recruitment Specialist Responsibilities

The Recruitment Specialist will be an integral member of the Pre-College recruitment and retention team. He or she will work directly with the Associate Director for Recruitment and Retention, who will train, support, and mentor the Recruitment Specialist throughout the placement. Specific responsibilities include:

- Promoting the Pre-College Programs to prospective students – promotion includes offering overviews of the benefits of the Pre-College Programs and providing workshops about the importance of attending and graduating from college.
- Attend and support staff-led recruitment sessions in elementary, middle, and high schools throughout the Philadelphia Public School District.
- Personally following up with prospective applicants and their parents/guardians in a timely manner. This follow up will include explanation of the benefits of Pre-College Programs, clarification of admissions procedures, and collection of missing or incomplete application materials.
- Coordinating intake and maintaining records of new applicants to the program.
- Compiling and analyzing applicant data to optimize recruitment efforts.
- Assisting with scheduling of student interviews and orientations.
- Performing such additional activities that utilize the skills of the Program Specialist and meet the recruitment and retention needs of the program.

To further the specialist's **understanding of Philadelphia Futures and nonprofit work**, the Recruitment Specialist will also attend weekly program staff meetings and participate in Pre-College Program activities whenever possible.

### Skills and Qualifications

The successful candidate for this placement will have:

- Experience in and a passion for working with underrepresented high school students
- Exceptional written and oral communication skills
- Strong computer skills (familiarity with Microsoft Excel is a requirement for this position)
- Outstanding organizational abilities and excellent attention to detail
- Flexibility, a positive attitude, lots of enthusiasm
- Bilingual skills (Spanish/English) a plus

### Contact Information

For more information, please contact Erica Woods, Recruitment Manager  
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