



Recruiting Coordinator

POSITION DESCRIPTION

About Kupu

Established in 2007 as a Honolulu-based 501(c)3 non-profit, Kupu empowers future generations to create a more sustainable, pono Hawai'i. Kupu accomplishes this by partnering with conservation and sustainability focused agencies throughout the state and pacific in providing hands-on service opportunities that educate and mentor youth and young adults to become stewards of our communities and environment. Since 2007, Kupu has risen to meet the increasing demands of the green economy by engaging over 3,000 youth in the areas of conservation, sustainability and environmental education. Kupu affirms the Hawaiian notion of "ma ka hana ka 'ike" or "in working one learns". This approach has led to the creation of hundreds of service-learning opportunities which blend vocational training and green leadership development to support over 150 conservation and sustainability organizations across Hawai'i and the Pacific region.

Kupu Mission

"To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with Ke Akua, self and others."

Position Overview and Goals

Every year, Kupu provides over 200 opportunities in the conservation and sustainability fields throughout the state and pacific, designed for a wide range of young adults and emerging professionals. Recruiting and outreach for qualified candidates must be done strategically through general and targeted outreach strategies. In conjunction with Program staff, the Recruiting Coordinator will help to implement regional and program-specific recruitment strategies to achieve Kupu's recruiting goals and to ensure that positions are filled in a timely manner. The Recruiting Coordinator will support all Kupu programs in a wide range of outreach strategies, engage potential candidates, manage data collection and documentation, and handle related administrative duties.

Primary Position Duties

The Recruiting Coordinator is a full-time position that includes, but is not limited to the following responsibilities and duties:

- Develop recruitment strategies in close conjunction with program staff
 - Work closely with Program staff to design and implement regional and/or program-specific recruitment strategies to achieve recruiting goals for all Kupu activities
 - Build relationships with school and college contacts, nonprofit and government partners, and other institutional partnerships to make recruiting more efficient and effective
- Recruit Kupu members and participants
 - Coordinate and manage logistics and scheduling for all in-person recruitment opportunities (e.g., schools, career and volunteer fairs, conferences, etc.) for self and other Kupu staff
 - Train staff, alumni, and volunteers in recruiting presentations and other outreach methods
 - Catalog existing recruitment opportunities; identify new and/or expanded recruitment opportunities

- Assist Kupu program staff with specialized recruiting or selection needs as necessary
- Program marketing and recruiting material development
 - Work closely with Kupu staff to post ads and position opportunities on social media, in online and print media, in partner newsletters, on bulletin boards, and elsewhere
 - Create and/or update fliers, social media, website, banners and other outreach tools
 - Work with inventory manager to identify and order Kupu-branded supplies, presentation equipment, and giveaway items for outreach activities
- Manage recruitment-related data
 - Track and input all recruitment contacts into Kupu database
 - Help ensure recruiting data is collected in a timely manner; prepare data for reporting
 - Maintain and respond to all interest sent to Kupu's outreach and general information emails
- Alumni engagement
 - Work with Kupu staff to engage alumni to serve as volunteer recruiters, and to participate in alumni and Kupu service events
- Other administrative and special event duties as needed

Recruiting Coordinator Requirements

Program Coordinator must meet the following minimum requirements:

- Bachelor's degree or higher
- Strong personal familiarity with places and communities in Hawai'i
- Prior experience with handling administrative duties including but not limited to:
 - Scheduling/coordination
 - Data Management
 - Etc.
- Strong computer/Microsoft Office skill level (Word/Excel/etc.)
- Strong Team player with a positive attitude
- Extremely detail-oriented and thorough
- Strong written and verbal communication skills
- Multi-tasking abilities
- Be able to show good judgment
- Excellent problem solving skills
- Excellent interpersonal relationship skills
- Available full-time Monday through Friday, as well as for possible weekends, evenings
- Be willing and able to travel regularly (both air and ground, and occasionally with overnight stays)
- Possess a valid driver's license and meet Kupu's driving abstract requirements
- Meet Kupu's criminal history check requirements

Preferences

The Recruiting Coordinator is preferred, but not required, to have the following:

- Experience with CRM systems (e.g. Salesforce)
- Experience creating outreach material



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- Familiarity with design tools (photoshop, indesign, etc.)
- Prior experience with recruiting and outreach
- Interest in working with people of multiple generations and in environmental conservation

Recruiting Coordinator Reports To: Chief Operating Officer

Apply: Apply online at

<https://www.hrsymphony.com/hrs/apply/1137/T9VN>

**Employment with Kupu is contingent upon successful completion of a criminal history background check*