

Recruitment Coordinator

The **Recruitment Coordinator** of Atlantic School of Theology is responsible for both proactive and effective outreach to prospective students and targeted organizations, and for discerning, hospitable, timely response to inquiries. This is a one-year contract (renewable), half time position, with flexible work hours, reporting to the Director of Advancement.

The **Recruitment Coordinator** is the primary point of contact and acts as a navigator for all initial (pre-registration) student inquiries. They provide information and access to resources, and refers prospective students as appropriate to staff and faculty in order to ensure that the students' decision making process is as smooth as possible leading to a choice to register at AST.

The **Recruitment Coordinator** represents AST and advances the AST brand with energy, enthusiasm and integrity. They proactively reach out to potential students and targeted organizations, and as well they follow up on and manage inquiries with initiative, diligence and respect. The Coordinator is highly motivated to achieve tangible results in the form of growth in enrollment, and they consider every potential new student to be critically important.

AST is reaching out to new communities, including other denominations and – importantly – leaders working in a variety of non-church contexts such as business, government, education social services, healthcare, and the not-for-profit sector who are interested in integrating their faith, values and beliefs with their role as leaders. The Recruitment Coordinator is equally comfortable and effective in these contexts as they are in a church context.

As the ideal candidate, you have the following preferred qualifications and experience:

- Undergraduate degree.
- Minimum 3-5 years of recruitment related experience.
- Able and willing to travel regionally, locally and internationally. Must have a valid passport.
- Able to work in ecumenical, multi-faith, and cross-cultural settings.
- Exceptional interpersonal skills. Is hospitable, diplomatic, enthusiastic, welcoming, thorough, action-oriented, and dependable.
- Outstanding oral and written communications skills.
- Excellent computer skills and social media skills.
- Highly motivated, high energy, takes initiative, is persistent and diligent.
- Personal attributes and skills (e.g. integrity, maturity, diplomacy, openness) to work collaboratively in a theological university with students, faculty and staff.

If this role excites you, and have the requisite qualities and qualifications, please forward your resume and a compelling cover letter (as one single document) to Linda Moxsom Skinner at lmoxsomskinner@astheology.ns.ca by **Friday May, 28, 2021**. All qualified candidates will be considered however only candidates considered for an interview will be contacted.