

Job Description: Recruitment Manager

Summary: Under the direction of the Recruitment and Culture Lead, the Recruitment Manager is responsible for supporting the Recruitment and Culture Lead in creating, maintaining, and executing a recruitment plan for general members, needs-specific recruitment and helping to identify appropriate roles for new members. Recruitment strategies will include an effort to attract high performing members from across a wide range of schools and programs within the College. The incumbent serves as a point of contact for potential members, helps to conduct initial interviews and orientation, providing information and training to ensure that new members are confident in their role. As a member of the Executive Team, the incumbent assists the Recruitment and Culture Lead & President in the annual selection process for new incoming Executive Team members. The Recruitment Manager is also responsible for helping to keep track and maintain records of current and former members on the approved Enactus Canada online platform and assisting the Recruitment and Culture Lead & President in tracking and approving member volunteer hours.

Major Duties and Responsibilities

1. Working with Fleming College students:
 - Collaborate with the Recruitment and Culture Lead to create and update materials and plans for recruitment and maintain these in the approved file repository.
 - Alone, or with the assistance of other Enactus members, actively execute the recruitment plan every semester that may include in-class presentations, Attendance at College events, contact with faculty and working with the Marketing Lead to ensure presence on the Enactus Fleming website and social media platforms.
 - Act as the initial point of contact for potential members; perform interviews, conduct orientations as needed.
 - Assist new members to find a role that meets their interests and capabilities.
 - Check in frequently with new members to ensure that they are confident with their role in the team, provide information and training where necessary.
 - Help to maintain and update membership and alumni database on the approved Enactus Canada online platform and internal Microsoft Teams master list.
2. Working with the Executive Team
 - Attend weekly Executive meetings.
 - Support the Recruitment and Culture Lead in creating and maintaining a functional recruitment strategy with other members of assistance of the Executive Team.
 - Communicate with project Managers and President regarding open positions and perform needs-based recruitment for each project in addition to general recruitment as needed.
 - Help to maintain a current database of current active members and alumni on the approved Enactus Canada online platform and internal Microsoft Teams master list.
 - Assist the Recruitment and Culture Lead & President in maintaining and approving member volunteer hours on the approved Enactus Canada online platform.



3. General responsibilities

- Enactus Competitions: Work on assigned tasks by the Executive team to prepare and attend Regionals, Nationals, and World Cup competitions
- Enactus Fleming College Events: Actively identify, support, and attend events that contribute to building a positive team spirit and culture.

Minimum Qualifications and Skills

- Knowledge of Enactus Fleming projects and the Enactus platform
- Strong presentation skills
- Leadership and organization skills
- Advanced communication and strong interpersonal skills.
- Good presentation skills and experience in public speaking
- Human Resource background and recruitment knowledge is an advantage
- Ability to multitask and work under pressure
- Strong strategic and creative thinking
- Ability to work well with different cultures, personalities and working styles

Direct Reports: Recruitment and Culture Lead

Co-Reports: President and other members of the Executive Team

