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Position: **Recruitment Coordinator, Interfaith Youth Initiative (IFYI)**

**Cooperative Metropolitan Ministries (CMM)**

*CMM seeks a dynamic individual to fill the position of***Recruitment Coordinator, Interfaith Youth Initiative (IFYI).** *Founded in 1966, CMM’s mission is to mobilize congregations and communities across economic, religious, racial and ethnic boundaries so that, in partnership, we can work more effectively for a just and peaceful society and for spiritual growth and interfaith understanding.*

**CMM’s Interfaith Youth Initiative (IFYI)** brings together high school and college-age youth for leadership, peace-building and conflict-transformation training. IFYI is staffed by graduate theological students who design and lead this acclaimed week-long residential program for youth from a variety of ethnic, cultural, religious, economic, social and political backgrounds.

**5-10 hours per week up to 500 hours per year.**

**Supervisor: The Executive Director (ED)**

**The Recruitment Coordinator will be in charge of recruiting high school and college youth for the IFYI program, including**

* Place advertisements, write press releases, email flyers, and post information about IFYI both in and outside the greater Boston area to gain the attention of youth, parents, clergy, youth directors, college and high school faculty, and others.
* Attend denominational conferences, camp fairs, interfaith clergy meetings, high school convocations, college preparation sessions and other gatherings to share information about IFYI.
* Speak to clergy and youth directors in congregations and houses of worship about IFYI.
* Speak to youth and guidance counselors at congregations, schools, and other settings.
* Send application forms to youth, clergy, youth directors, and other leaders.
* Interview applicants for IFYI and process their application forms in coordination with the Program Director of IFYI.
* Coordinate recruitment efforts with the Executive Director, Program Director of IFYI, and CMM’s Marketing and Communications Coordinator. Provide IFYI notices for CMM’s E-newsletter in Constant Contact.
* Develop an IFYI Alumni Association and maintain contacts with past IFYI students and staff. Enlist these alumni in recruiting youth for IFYI.
* Perform other related duties, such as attending CMM Staff meetings.

The Recruitment Coordinator will thoroughly understand the purposes of IFYI and the mission of CMM.

**Qualifications Sought:**

The successful candidate will bring to CMM:

1) Vision, energy, and commitment to interfaith, cross-cultural learning and social action;

2) Spiritual grounding and religious literacy;

3) A consensus-building leadership style;

4) Ability to accept direction from a supervisor and to work independently to complete tasks;

5) Ability to work with committees and to train volunteers across lines of religion, race, class, and culture;

6) Strong communication skills, both verbal and written;

7) Basic word-processing skills; familiarity with mailchimp and constant contact is a plus

8) Bachelor’s degree. M.Div. or other Graduate Theological Education a plus.

**Desirable qualities:** Experience in recruiting, marketing, and communications. Experience recruiting for youth camps. Passion for working with diverse communities. Flexibility, sense of humor, availability to work evenings and weekends on occasion.

Position is part time, 5-10 hours per week up to 500 hours per year.

Suggested salary to be negotiated.

**To apply, email a Cover Letter and Resume or CV with a List of 3 References** and their phone and email contact information to info@coopmet.org and include thewords: RECRUITMENT COORDINATOR (IFYI) APPLICATION FROM [YOUR NAME] in capital letters in the email subject line. Include specific details about all required competencies.

**Applications due** by September 17, 2017.

**CMM is committed to attracting a diverse pool of applicants and does not discriminate** on the basis of race, ethnicity, class, gender, sexual orientation, disability, or veteran status**.**

**Starting Date:** negotiable, but preferably in the beginning of October 2017.