



JOB DESCRIPTION

TITLE: HEP Recruiter & Outreach Specialist

COLLEGE/SCHOOL/DEPT: HEP Program

REPORTS TO: Program Director

FLSA: Non-Exempt

SALARY: \$34,700 - \$36,000

POSITION SUMMARY:

Recruiter & Activities Specialist will be responsible for actively identifying and recruiting all potential eligible HEP students. Conduct intake and develop 100 student portfolios. Recruiter will maintain an updated directory of all agencies providing services to migrant/seasonal farmworkers. Actively coordinate cultural, family, and community activities for HEP participants. Assist Retention and Placement Specialist to actively seek and secure placement into On-The-Job Training, Work Experience, and other Classroom Training partnerships. Monitor individual training sites for training progress and contract compliance. Plan and maintain a student development activities program for all current HEP participants.

DUTIES AND RESPONSIBILITIES:

- Uphold the Heritage University mission statement and represent Heritage University in the most positive manner with prospective, former, and current students, donors, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculties, staff, students, and other customers of our services. Learn and use operating practices of the department and Heritage University.
- Data entry and database maintenance for student database-system. Process entry/exit paperwork for grant-funded students.
- Create and maintain hard copies of HEP student files. Maintain all department paper and electronic filing systems according to office guidelines. Handle information with discretion and in compliance with FERPA regulations.
- Conduct statewide and local presentations to recruit students.
- Maintain a considerable media campaign in English and Spanish. Develop and disseminate recruitment flyers and brochures in both languages (English and Spanish).
- Interview students to determine eligibility and complete eligibility intake forms. Develop and create 100 student portfolios and GED accounts.
- Develop and maintain 100 email accounts for HEP participants.
- Provide job search counseling to farmworkers, individually and in-groups, including interviewing techniques, resume preparation, and labor market information and job retention skills.
- Assist Instructors in developing and maintaining Individual Education/Employment Plan.
- Maintain an updated regional educational/employment and training social service directory.
- Provide coordination to on-going counseling and tutoring for students.
- Accomplish participant placement goals as per HEP's performance standards.
- Participate in local and state in-service training.
- Assist with coordinating field trips to HEP program and other educational entities.
- Employees may perform other related duties as required, to meet the ongoing needs of the organization and its targeted population.

KNOWLEDGE, SKILLS, AND ABILITIES:

- AA degree preferred and/or comparable experience in working with migrant and seasonal farmworkers and/or human services programs.
- 2-4 years' experience working with migrant/seasonal farmworker of all ages in classroom setting.
- Experience working with individual educational/employment assessments, job placement, brokering of training services and case management.
- Bilingual in English and Spanish (speaking/reading/writing).

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.