



Recruitment Manager

About Explore Schools

Explore Schools is a New York-based Charter Management Organization (CMO) that establishes, supports and transforms public schools in educationally underserved communities. Our mission is to provide students with the academic skills and critical thinking abilities they need to graduate from high school, succeed in college, and achieve their dreams. Currently, Explore supports four charter schools in Brooklyn that serve 2,000 students in grades K-8.

What We Believe

- We believe that all children can learn when immersed in a rich environment full of high expectations, rigorous academics, and caring, committed adults
- It is both our privilege and responsibility to help close the opportunity gap in the Central Brooklyn community by increasing the high school graduation rate by 10%
- Equity and excellence are not mutually exclusive – we can meet the needs of all students in our schools, while actively engaging parents and driving towards excellent academic results

About the Position

Explore Schools is seeking a detail-oriented Recruitment Manager with outstanding interpersonal skills and an eye for talent. The recruitment manager will build relationships with school leaders and hiring managers across the network, helping to shape each of our schools, with great opportunity for growth, creativity, and ownership. The ideal candidate has at least two years of teaching experience and a passion for working with underserved communities in central Brooklyn. Charter school recruitment experience is a plus.

Key Responsibilities

Selection and Outreach

- Build the brand of Explore Schools by advising on and at times, creating and disseminating marketing materials
- Design and manage targeted outreach strategies with the goal of finding great teachers, leaders, and operations staff members
- Attend local and regional career fairs, in addition to other recruitment related events
- Conduct prospect and partner organization research
- Manage job postings on internal and external job sites
- Drive teacher selection for key positions by screening resumes, conducting phone interviews, and selecting candidates for in-person interviews
- Advise school leaders and hiring managers throughout the hiring process
- Schedules demonstration lessons and in-person interviews on behalf of recruitment team
- Lead tours and school visits

Project Management

- Execute and/or support data tracking and reporting
- Track and record recruitment data aligned to departmental goals
- Manage ad-hoc talent projects as they arise.

Qualifications:

- The ability to execute and communicate in a direct and sensitive fashion
- Professional integrity and flexibility

- A growth mindset
- Bachelor's degree required
- 2+ years of teaching experience preferred
- Prior recruitment experience strongly preferred

Salary:

- Competitive and commensurate with experience

The critical features of this job are described above; they may be subject to change at any time due to reasonable accommodation or other reasons.

To apply, visit <http://explorenetwork.org/careers/apply/>