

## Recruitment & Outreach Associate (Student Series)



**Position Classification:** Temporary, Part-Time

**Reports to:** Campaign Manager, Student Series

**Hours:** Monday-Friday, 7:00AM-11AM OR 11AM-3:00PM (20 hours per week)

**Length of Term:** Mid-August through December 2015/April 2016 (end date TBD)

**Rate of Pay:** \$14.00/hour

**Basic Function:** Recruit and engage schools to participate in one of our School & Youth programs through telephone and written correspondence. Our School & Youth campaign creates value-building programs for elementary and secondary schools that educate students about blood cancer, who blood cancer affects, and how they can make a difference in the lives of others while they raise funds for The Leukemia & Lymphoma Society.

### Duties and Responsibilities:

- Recruit and register at least five (5) schools per week for the *Pennies for Patients* and *Pasta for Pennies* programs
- Call a minimum of 12 schools per hour throughout assigned territory
- Ensure schools' participation by effectively communicating with the educators via phone, email &/or fax
- Record interactions in CRM database
- Maintain accurate notes about school status and callbacks
- Follow up with schools as necessary
- Maintain a working knowledge of the School & Youth Programs and LLS
- Attend and participate in weekly goal setting meetings
- Other duties as assigned

### Position Requirements:

- Has a clear, concise speaking voice and excellent telephone skills
- Ability to listen, read the situation and react appropriately
- Excellent oral and written communication skills
- Energetic, confident, persistent
- Ability to work effectively in a fast-paced team setting
- High degree of organization and attention to detail
- Strong word processing and database management skills with proficiency in Microsoft Office applications (Outlook, Excel, Word)
- Ability to think creatively
- Customer service, sales experience and volunteerism a plus
- Bachelor's degree preferred

### How to apply:

Please email your cover letter and resume to [Melissa.Foster](mailto:Melissa.Foster@lls.org), then call 614-498-0429 and leave a voicemail message stating your name, why you are interested in the position and the email address from which you sent your resume. Only candidates that complete both steps will be considered.

The Leukemia & Lymphoma Society  
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