



Project Transformation Recruitment & Connections Director

Position Summary: The Project Transformation (PT) Recruitment & Connections Director, based in Austin, will have both internal and external facing responsibilities including partnership development in the Austin area, with the primary duty being recruiting, hiring, training, and overseeing of PT's collegiate staff. This role will serve as the face of PT in the community and will include undergirding and building capacity through community development and cultivating relationships with education, faith, and community partners. It will involve working closely with the Chief Executive Officer (CEO) to cultivate and undergird PT's growth and sustainability to an ever-increasing demand for the organization's services.

Project Transformation Mission and Vision:

The mission of Project Transformation is to transform communities by engaging children, college-age young adults, and churches in purposeful relationships. We envision a world that is rooted in love, pursues the equity of all people, and amplifies God's call on every life.

Reports to: Chief Executive Officer (CEO)

Classification: Full-time, exempt status

Job Duties:

- Model Project Transformation's core values: mutual relationships, intentional community, connectional ministry, discernment of purpose, empowerment of young people, servant leadership, holistic development, and Wesleyan practice of faith.
- Responsible for the recruiting, hiring, training, and supporting PT's collegiate staff for all three geographies.
- Create new and build upon existing partnerships to increase funding, people, and collaborations in the Austin area.
- Develops an annual recruitment plan to include college/university, churches, and community partners. Provides regular updates on recruitment metrics to PT staff.
- Assists with the creation and maintenance of the Project Transformation website and promotional materials, especially as it relates to college recruiting activities.
- Creates and implements training for all summer collegiate staff in coordination with Program Director.
- Works with the PT staff and community members to oversee community housing activities, including but not limited to worship, community dinners, devotions, chores, weekend activities, etc.
- Build relationships with organizations, community partners, and ministries to create meaningful professional development workshops as part of Friday Experiences for young adults in each geography, including the coordinating and planning of the Friday Experiences schedules for college and full-time staff.
- Creates collegiate summer site teams, while providing training and coaching to assist college staff with fulfilling their duties and providing a positive work and community living environment.
- With oversight of CEO, develops and maintains department budget and communicates needs with Director of Finance & Operations and CEO.

- Oversee PT fundraising activities with a focus on funding specifically for Austin geography in coordination with the CEO, board of directors, local advisory councils, and development committees.
- Assist the CEO with researching and writing of grants for the Austin geography and/or collegiate specific funding.
- Responsible for developing and conducting young adult experience surveys, as well as compiling results to report to PT staff and National staff.

Minimum Qualifications:

- Bachelor's degree.
- An enthusiastic, highly motivated personality with the desire to serve others.
- Ideal candidate is a problem solver who is well organized, methodical, and detail oriented.
- Spanish language skills are not required but highly beneficial.
- Strong interpersonal and communication skills, and the ability to relate effectively to people from all social and economic backgrounds. Strong understanding of and commitment to diversity, equity, inclusion and belonging, and experience successfully leading and integrating these principles into organizational policies, practices, management, and culture.
- Candidates with prior PT service or knowledge is a plus.
- Working knowledge of Microsoft Word, Excel, PowerPoint as well as social media platforms.
- Experience with, or willingness to learn, Salesforce, WordPress, and video conferencing software.
- Must present a professional image and demonstrate sound judgment and initiative.
- Ability to pass a background check.
- Valid Texas driver's license and proof of auto insurance required.
- Ability to travel to San Antonio and the Rio Grande Valley as well as to college/university and faith-based partners in Texas.
- TRUSTED con Confianza Certification (Rio Texas Conference safety policy and training ministry — instructions upon hire).
- Knowledge of HR best practices including in screening applicants, conducting interviews, supervising, training, and evaluating of college staff PT collegiates.

Compensation:

Starting salary of \$42,000 Package includes health and retirement benefits after a 90-day probation period, and generous paid PTO and holidays. Travel expenses include accommodations and mileage, following PT travel policies.

Schedule:

Monday-Friday with occasional evenings/weekends.

This position is based in Austin, Texas with office space provided. Opportunity to work remotely.

Application Process

Send a cover letter explaining why you are interested in this position with a resume to Sharla@PTRioTexas.org. Contact information for three references will be required to complete the application. Position open until filled with a tentative start date of October 2023.