



## **Job Posting**

**Job Title:** Recruiter/Enrollment Specialist

**Location:** Rincon, CA

**Application Deadline:** Open until filled. First review on 05/27/2019.

**Compensation:** Minimum of \$13.50/hour. DOE.

**Status:** Part Time/Regular position. Hours will be ranging from 7:00am-5:30pm, M-F (20 hours per week)

## **Job Summary**

The Rincon Community Child Development Center preschool program provides services to children to promote optimal emotional, social, physical, intellectual, and creative development. The Center is located on the Rincon Indian Reservation and serves both Native and non-Native low-income families. The Recruiter/Enrollment Specialist is responsible for generating enrollment of children 2-5 years old. The sole purpose of this position is to meet, maintain and exceed the state enrollment requirements by performing community outreach, educating parents/families, and developing marketing strategies to attract privately funded as well as program qualified families.

## **Essential Functions**

- Must form a deep knowledge of the state funded program and its requirements.
- Counsel prospective families on the application and enrollment process.
- Manage and coordinate community workshops and recruitment efforts.
- Arrange visits, tours, and enrollment meetings for prospective students and parents.
- Promote and represent RCCDC at public functions and meetings.
- Prepare advertisements for print and online media.
- Distribute information about RCCDC through flyers, in person and by phone.
- Track and follow up with families to ensure incomplete applications convert to completed applications.
- Ongoing follow up with families to ensure program eligibility.

- Maintain strict confidentiality of all facts of programs and family records.
- Must be able to carry out the mission, vision, values and philosophy of the Center.
- May perform other duties as assigned.

### **Job Requirements and Qualifications**

*Education:* High School Diploma or GED. ECE units preferred.

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance.

*Knowledge Requirements:* Ability to communicate verbally and in writing in a clear and understandable manner. Experience with documentation and forms typically used in a pre-school or child care facility. Knowledge of effective sales and customer service strategies. Proven ability to work and interact with people of all ages from diverse cultural, ethnic and socio-economic backgrounds. Knowledge of Indian history, culture and politics a plus.

*Experience:* Minimum one years' experience working in an early childhood setting.

*Physical:* This position is physically active and must be able to lift at least up to 35 pounds. In addition, this job may require continuous standing and/or walking outdoors.

*Conditions of Employment:* Candidates are required to successfully complete required background check, including Live Scan and drug screening. Must have a current child and adult CPR and first aid card/certificate or be able to obtain one. Must also have TB shot, as well as a current physical evaluation from your doctor as required by State Licensing, and any other documents that licensing requires.

### **Other Information**

In addition to the essential duties listed above, the Recruiter/Enrollment Specialist is expected to:

- Communicate regularly with supervisor about department issues.
- Demonstrate efficient time management and prioritizes workload daily.
- Consistently report to work on time prepared to perform the duties of the position.
- Flexible schedule (occasional evenings and weekends) depending on events and community workshops.

## About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 19 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

## How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

1. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.
2. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the "About SCTCA" link.

**SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.