

Recruitment & Alumni Officer, Indigenous Leadership Programs - 1 year term

The Recruitment & Alumni Officer is responsible for building and maintaining relationships with relevant organizations, individuals, alumni and collectives with the goal of generating interest and applications from quality applicants to all Leadership programs. This particular opportunity will focus on Indigenous Leadership programming, with an eye to building strong relationships with Indigenous communities and partners.

Specific Accountabilities

Reporting to the Managing Director, Leadership with daily supervision, direction and insight from the Indigenous Leadership Program Manager and Directors, the Recruitment & Alumni Officer is responsible for:

Recruitment

- Collaborate with Project Managers and Marketing to activate recruitment strategies related to specific project needs and fill open enrolment programs
- Follow-up on prospective inquiries, business leads and connect viable opportunities to the appropriate team member to ensure closure
- Guide participants through the process of exploring, selecting and experiencing our various product offerings
- Create and lead program awareness opportunities, including community outreach, to increase Banff Centre's presence

Alumni Development

- Build and strengthen relationships with participants and alumni to ensure a smooth, effective and meaningful experience
- Build relationships with participants and faculty to advance future enrolment and lead generation and to learn about potential programming needs for future.
- Host at program public events (openings, receptions) and represent Banff Centre at other types of participant and alumni engagement opportunities

Administration

- Understand and communicate the available program scholarship opportunities for potential participants and their communities
- Provide guidance to Registration coordinators, and regularly liaise with the rest of the Program and Development teams about trends, risks and opportunities
- Steward the effective use and maintenance of the CRM system
- Manage the logistics and day to day scheduling of recruitment related events and activity (both on and offsite) that support all programs

Qualification and Educational Requirements

- University undergraduate degree in a related field; i.e., leadership, business, social sciences, humanities
- 3-5 years' experience working in a recruitment or relationship building, ideally in an educational context
- Strong interpersonal skills and the ability to build and maintain relationships with a variety of internal and external stakeholders
- Excellent organizational and administrative skills

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- Able to work independently and to multi-task quickly and effectively while maintaining a high level of accuracy and attention to detail
- Thrives working in a fast-paced environment with multiple, sometimes conflicting, deadlines
- Solid decision-maker and problem-solver who takes initiative
- Understanding of indigenous communities and cultural protocols
- Curiosity and an appetite for learning and continual self-development
- Interest in how arts and leadership complement one another
- Interest in how Indigenous knowledge, wisdom and practice can add value to leaders, their communities and to society at large

Employment Terms & Benefits

In accordance with CUPE 4318, this is a unionized, temporary hourly support staff position for a one-year term, subject to a 500 hour probation period.

The wage for this position is between \$24.11 and \$26.79 per hour, depending on experience, working up to 40 hours per week.

Application Process

We are currently accepting applications until 11:59pm MT on Wednesday July 17, 2019. Please apply online at <https://bit.ly/2XWHgaS> or contact Liz for more information Elizabeth_kiraga@banffcentre.ca