



## **Recruitment and Development Assistant**

GlamourGals Foundation, Inc. is a 501(c)(3) nonprofit that inspires conversation and companionship through complimentary beauty makeovers given by teen volunteers to seniors living in residential care. The program fosters these intergenerational connections on a national scale by organizing a network of volunteer chapters and training a movement of empathetic teen leaders to alleviate the issue of elder isolation.

The Recruitment and Development Assistant reports to the Program Manager. This assistant will support GlamourGals programming and assist with our chapter recruitment efforts. Responsibilities include:

### *Recruitment*

- Proactively soliciting new chapter leads (high school and college) including attending events, researching and pitching potential candidates
- Following up on current leads generated by past GG programming and alumni network
- Providing ongoing communication support in the start a chapter process to potential individuals (including first call and email correspondence)
- Conducting training calls with new chapters and facilitating formal handoff to other colleagues
- Hosting satellite events to encourage potential new chapters in NYC area
- Updating Salesforce with chapter status
- Presenting updates on recruitment progress to team
- Updating/maintaining documents needed for starting a chapter
- Maintaining web presence on 3rd party platforms
- Working with communications colleague to implement social media call to action

### *Development*

- Help facilitate corporate volunteer engagement opportunities with the goal of new chapter generation within those networks.
- Support the planning and execution of the “My Dear Friend” holiday campaign (November - December) and smaller iterations throughout the year
- Assist in the planning and execution of the Illuminate Celebration (February - May)
- Assist as needed at satellite fundraising and awareness events throughout the year
- Help maintain the Salesforce database throughout the year.
  - Drafting emails, updating contacts and key information, processing gifts



### *Qualifications*

- Comfortable public speaking and strong presentation skills
- Ability to work with team members and independently
- Strong phone etiquette
- Excellent written skills
- Attention to detail is a must
- Excellent organization and ability to move multiple projects forward simultaneously
- Software knowledge:
  - Excellent knowledge of Microsoft Suite and Google programs
  - Salesforce a Plus
- College degree

### *Benefits and Compensation*

- \$42,500 annual salary
- Health stipend and benefits

**To apply, please send your resume and cover letter to [team@glamourgals.org](mailto:team@glamourgals.org).**

GlamourGals is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GlamourGals makes hiring decisions based solely on qualifications, merit, and business needs at the time.