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## RECRUITMENT SPECIALIST

The Center on Juvenile and Criminal Justice (CJCJ) is looking for a highly motivated, energetic, knowledgeable Recruitment Specialist. This will be a pilot project in partnership with Mission Hiring Hall (MHH) to provide job readiness and support to individuals who are homeless and formerly incarcerated in San Francisco.

To learn more about CJCJ, whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems, visit [www.cjcj.org](http://www.cjcj.org).

### Duties and responsibilities will consist of but not be limited to:

- Providing outreach, assessment, referral to construction training, identification of barriers to employment and job placement to those participants receiving services at MHH, including participants referred by collaborators and other agencies
- Creating and maintaining relationships with potential and existing employers
- Prescreen applicants
- Document and maintain client files, including monthly and daily data collection for partner organizations
- Track retention services with employers to maintain satisfaction
- Provide outreach to potential clients and community-based partners
- Participate in quarterly meetings with Mission Hiring Hall to discuss any communication, support services and training issues/improvements
- Other duties as assigned

### Qualifications for this position are listed below:

- Familiarity with the criminal justice system, employment programs, and reentry services.
- Ability to work with people from diverse backgrounds.
- Excellent communication skills and a good sense of humor.
- Willingness to work flexible hours as needed.
- Working computer knowledge and comfort with Microsoft Office.
- Possess a valid California Driver's License, access to a vehicle for work purposes, and a positive driving record

**Compensation and benefits:** This is an hourly full-time non-exempt position with great opportunities for free on-the-job training and comprehensive benefits, a casual work environment, and a great team of committed professionals. This position is for 20 hours per week at \$23.75 per hour with full medical and dental benefits.

**To Apply:** Send your resume and cover letter with "Recruitment Specialist" in the subject line to [cjcjoffice@gmail.com](mailto:cjcjoffice@gmail.com). This position will remain open until filled so apply immediately if you are interested.

**WOMEN, PERSONS OF COLOR, DIFFERENTLY ABLED PERSONS, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.**