

## **Recruiting Coordinator (F/T)**

### **Fellowships at Auschwitz for the Study of Professional Ethics**

#### **About FASPE:**

FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) challenges our professionals to recognize and exercise their ethical and leadership responsibilities as influencers. FASPE's distinctive approach is to examine the roles and behavior of individual professionals in Germany and elsewhere between 1933 and 1945 as an initial framework for approaching ethical responsibility in the professions today.

Each year, FASPE awards 80 to 90 Fellowships to graduate students and early-career professionals in Business, the Clergy, Design & Technology, Journalism, Law, and Medicine. The Fellowships begin with intense study in Germany and Poland where FASPE takes advantage of the urgency created by the power of place to translate the history into the present. Beyond its signature Fellowship program, FASPE utilizes its distinct methodology in presentations of ethics training workshops for practicing professionals in organizations across business sectors, in public writings and lectures, and in a condensed European study trip for practicing professionals.

#### **Position Overview:**

FASPE is seeking a dynamic and motivated Recruiting Coordinator to lead efforts in attracting and recruiting exceptional applicants for its Fellowship Program across six disciplines: Business, Clergy, Design & Technology, Journalism, Law, and Medicine. The Recruiting Coordinator will play a critical role in expanding FASPE's reach, building relationships with academic institutions, professional organizations, alumni, and potential applicants to ensure a strong and diverse applicant pool. This position reports to the Chief of Programs.

This is a hybrid position with in-person presence required two days per week in an office in New York City.

#### **Key Responsibilities:**

- Support the Chief of Programs in developing and executing a strategic outreach plan to recruit Fellowship applicants across the six disciplines.
- Build and maintain relationships with key stakeholders, including alumni, faculty, administrators, career centers, and professional organizations to promote FASPE's Fellowship opportunities.

- Identify and engage with potential candidates through targeted outreach and networking events.
- Research, identify, and pursue new avenues and methods of outreach
- Maintain contact lists and other relevant data.
- Work in collaboration with FASPE's Communication Manager to craft emails, social media content, and promotional materials to attract applicants.
- Coordinate and represent FASPE at recruitment events, conferences, and networking functions.
- Oversee the application process, providing support and guidance to prospective applicants.
- Coordinate and support the application review process, including auditing and reviewing application materials, scheduling meetings and interviews, preparing documents, and tracking applicant status and data.
- Track recruitment efforts, analyze data, and provide reports on outreach effectiveness to inform recruitment strategies.
- Liaise with Alumni Recruiting Committee members to inform and improve recruitment efforts.
- Collaborate with the FASPE team to ensure recruitment aligns with programmatic goals and organizational priorities.
- Provide additional support to the Chief of Programs and other staff on projects and events as needed.

#### **Qualifications & Skills:**

- Bachelor's degree required.
- 2+ years of experience in recruitment, outreach, admissions, or a related field.
- Superb organizational and communication skills; excels with writing, social media and engagement
- Excellent computer skills – knowledge of MS Word, Google Docs, PowerPoint, Excel, Outlook, Zoom, Mailchimp.
- Demonstrated ability to build and maintain relationships with academic and professional institutions.
- Excellent organizational and project management skills with the ability to multitask and meet deadlines.
- Strategic thinker with a creative mindset and meticulous attention to detail.
- Works well independently and as part of a team
- Ability to travel as needed for recruitment events and other related programming, including occasional nights and weekends.

**Compensation & Benefits:**

Compensation is commensurate upon experience and is within the range of \$55-65K. Included is an excellent package of benefits: paid holidays and paid time off; medical, vision, dental; 401K.

**How to Apply:**

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the role to [hr@faspe-ethics.org](mailto:hr@faspe-ethics.org). Applications will be reviewed on a rolling basis until the position is filled.

FASPE is a non-faith based 501(c)(3) organization and an equal opportunity employer.