



OUTREACH & RECRUITMENT ASSOCIATE

OVERVIEW

We're looking for someone who is enthusiastic about Dragons and wants to tell the world. The ideal candidate enjoys building relationships with strangers (i.e. you can spend 3 hours on the phone with strangers and still speak to your roommate when you get home), is organized, can multitask, loves planning, and isn't afraid of a busy workload. This role will spend time traveling on the road visiting families and schools, as well as supporting the daily operations of our sales, marketing, partnership, and outreach efforts via remote office.

PRIMARY RESPONSIBILITIES

- Promptly answer phone, email, live chat, and text inquiries
- Conduct marketing presentations & webinars
- Identify, contact, and cultivate new student leads
- Schedule home visits, school visits, and other marketing opportunities
- Manage 2-3 seasonal outreach staff to ensure full schedules, productive meetings, and their overall sales performance
- Represent Dragons in-person for up to 5-10 weeks/year of student recruitment - presenting at schools, fairs, and to families - this could be in the area you live or in other regions
- Create 1-2 "Global Speaker Series Talks" that can be delivered to classrooms across the country during Road Warrior time or virtually
- Nurture school and open enrollment leads to produce summer, Gap Year, and partnership program sales
- Collaborate with our partnership team to identify schools that would be good custom partner prospects and build relationships with new teachers and schools
- Mobilize our alumni community to support sales efforts
- Support data management in Salesforce and via Google suite
- Coordinate mailings and manage inventory
- Additional administrative tasks that arise on a regular basis to support trainings, marketing, and admissions

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Dedication to customer service excellence and supporting prospective families
- Comfortable giving presentations and speaking to a wide range of audiences
- Excellent verbal and writing skills
- Ability to multitask and work comfortably in a fast paced environment
- Experience supporting administrative tasks - from spreadsheets, phone calls, and daily email inquiries
- Adaptable, flexible, and collaborative
- Is a motivated self-starter who can work independently, but also with a team
- Lots of energy and a high level of enthusiasm for the work that we do
- Resilience and ability to adapt as unexpected challenges arise

TERMS & REMUNERATION

- Full time
- Start Date: September 1st or October 1st - March 1st
- This is a remote position
- 5-10 weeks/year of travel anticipated within the U.S
- \$40,000 to \$50,000 USD annual salary range, starting commensurate with experience
- Benefits include travel, bonuses, flexible scheduling, paid volunteering, and more

Dragons is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, marital status, age, veterans' status, disability, pregnancy or union activity.

TO APPLY

- Interested candidates should contact Marketing Director Eva Vanek with a cover letter and resume at eva@wheretherebedragons.com.
- **Application Deadline:** August 5th, 2024