

## FELLOWSHIP RECRUITMENT ASSOCIATE

### Job Description

Position Summary: The Fellowship Recruitment Associate plays an important role in Teach for the Philippines by sourcing, selecting, and engaging a network of Fellow Candidates who will create positive and lasting impact in our school communities and public education system through the Fellowship Program.

The Fellowship Recruitment Associate is a member of the Fellowship Program Team (FPT). FPT performs two primary functions in the organization: (1) They recruit high-potential candidates to become Teacher Fellows, and (2) They develop and manage high-performing Fellows to become engaged Alumni. The Fellowship Recruitment Associate works with other members of the Fellowship Recruitment Team (FRT) to design, develop, and implement activities that will enable TFP to recruit the right applicants to the Fellowship Program. While working with other function teams, the Fellowship Recruitment Associate works systematically to understand the expectations from Teacher Fellows and bridges this with the pool of talent that is available in the job market.

- **What is the job's purpose?** The Fellowship Recruitment Associate is responsible for helping FRT meet annual recruitment targets. He/she does this by executing activities aligned with the function's strategy to source, select, and engage university graduates and young professionals for the Fellowship Program.
- **Why is the job important?** The Fellowship Program is one of TFP's core leadership programs. Without a competent and committed Fellowship Recruitment Associate to support our recruitment efforts, TFP will be unable to achieve positive impact at the classroom and community levels, nor affect systemic change through our Alumni network.
- **What position does this job report to?** This role reports to the Fellowship Recruitment Manager, under the guidance of the Fellowship Program Director.
- **What are the main challenges facing this role?** The main challenges are two-fold.
  - First, the nature of Recruitment work is fast-paced, target-driven, and iterative. The Recruitment Team works toward the attainment of annual recruitment targets for the Fellowship Program. This requires (a) the ability to assess individual and collective efforts against set targets; (b) the willingness and ability to pivot plans as needed; and (c) a deep understanding of recruitment strategy to make immediate decisions.
  - Second, Recruitment work is candidate-focused. The Recruitment team is committed to cultivating commitment to the program by providing relevant information that helps candidates make informed decisions to join the program. Oftentimes, this involves (a) listening to candidates' questions and concerns; (b) identifying root causes of candidates' challenges; (c) providing recommendations to help address candidates' challenges; and (d) from time to time, facilitating honest conversations with candidates and their support network.
- **What is included in operating effectively?** Avoiding any professional or personal action or activity which may result in economic loss, legal action against, or social embarrassment to the Organization. Avoidable economic loss, such as missing a flight, negligence, or missing a required event for reasons in violation of Section 11.15, Employee Handbook, Missing Required Events, may require you to reimburse the organization in our effort to work responsibly with donated funds.

- **What does success in this role look like?** An excellent Fellowship Recruitment Associate is able to provide impactful support to the team in meeting candidate pipeline targets and annual recruitment targets. These pipeline targets are determined by the function, under the guidance of the Recruitment Managers and Fellowship Program Director. These are:
  - Number of Completed Applications
  - Number of Summer Institute Offers Extended
  - Number of Summer Institute Offers Accepted
  - Number of Summer Institute Attendees
  - Number of Teacher Fellows Inducted

RESPONSIBILITIES	QUALIFICATIONS
<p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Develop a deep understanding and commitment to TFP’s Vision, Mission, and Core Values</li> <li>● Become familiar with TFP’s Employee Handbook, especially the Code of Conduct, Child Protection Policy, and Emergency Protocol</li> <li>● Stay a step ahead of movements in trends in recruitment</li> <li>● Ensure a harmonious, productive working relationship with potential applicants, Fellow Candidates, other staff members, and public and private partners.</li> </ul> <p><b>Specific Responsibilities</b></p> <p><u>Sourcing</u></p> <ul style="list-style-type: none"> <li>● Execute activities to generate target number of Completed Applications; this includes, but is not limited to,           <ul style="list-style-type: none"> <li>○ Information sessions</li> <li>○ Career fair participation</li> <li>○ Speaking engagements</li> <li>○ Online campaigns</li> <li>○ Job platform postings</li> </ul> </li> </ul> <p><u>Selection</u></p> <ul style="list-style-type: none"> <li>● Execute activities to identify eligible candidates who are fit for the programs based on Teach for the Philippines’ Selection Criteria; this includes, but is not limited to,           <ul style="list-style-type: none"> <li>○ Online application review</li> <li>○ Administering third-party assessments</li> <li>○ Setting up and facilitating assessment centers</li> <li>○ Setting up interviews</li> </ul> </li> </ul> <p><u>Engagement</u></p> <ul style="list-style-type: none"> <li>● Facilitate calls with candidates to cultivate commitment to the programs, ensure timely completion of application, and provide updates on application status</li> <li>● Address candidates’ application concerns or questions</li> <li>● Execute activities to deepen candidates’ understanding of and commitment to the programs; this includes, but</li> </ul>	<p><b>Background and Experience</b></p> <ul style="list-style-type: none"> <li>● Filipino citizenship and/or Alien Employment Permit allowing a foreign national to be employed in the Philippines</li> <li>● Bachelor’s degree required, preferably in Human Resources or Marketing</li> <li>● Experience in implementing recruitment events and activities is a plus</li> <li>● Strong English skills, oral and written is required</li> <li>● Excellent Filipino skills, oral and written is required</li> <li>● Proficiency in other Philippine languages is an advantage</li> </ul> <p><b>Skill Competencies</b></p> <ul style="list-style-type: none"> <li>● <b>Customer-orientation.</b> Listens to uncover candidates’ motivations and concerns. Uses an understanding of motivations and concerns to offer support where needed.</li> <li>● <b>Planning and Execution.</b> Effectively identifies objectives and appropriate plan of action to meet function goals. Effectively executes approved plan of action and meets expected outputs/outcomes on time.</li> <li>● <b>Communication Skills.</b> Conveys a clear and concise message that drives people to desired actions. Effectively</li> </ul>

<p>not limited to,</p> <ul style="list-style-type: none"> <li>○ Matching candidates' with Fellows and Alumni</li> <li>○ Setting up school community immersions</li> <li>○ Conducting check-in calls</li> <li>○ Setting up annual welcome event</li> </ul> <ul style="list-style-type: none"> <li>● Execute activities for candidates' support network (family, spouse, guardian, etc.) to deepen the understanding of and support to the programs; this includes, but are not limited to, calls and webinars</li> </ul> <p><u>Administrative Support</u></p> <ul style="list-style-type: none"> <li>● Provide support across the Recruitment process including, but not limited to, completion of application forms, facilitation of assessment centers, data and process management, and preparation for Summer Institute</li> <li>● Collect and track high-quality data to inform recruitment and early engagement strategies</li> </ul> <p><u>Cross-Functional Work</u></p> <ul style="list-style-type: none"> <li>● Provide support to other functions, including, but not limited to, event execution, stakeholder engagement, and cross-functional alignment projects</li> </ul>	<p>delivers presentations and facilitates conversations with multiple stakeholder (internal and external).</p> <ul style="list-style-type: none"> <li>● <b>Decision-making and Problem-solving.</b> Seeks to uncover information needed to make sound decisions. Uncover insights from historical and new data points to make sound decisions and recommendations.</li> <li>● <b>Self-management and professionalism.</b> Remains professional in different interactions with multiple stakeholders (internal and external). Delivers results timely and under minimal guidance. Manages multiple responsibilities effectively.</li> <li>● <b>Resourcefulness and flexibility.</b> Identifies alternative ways to achieve objectives, esp. when faced with challenges. Pivots/adjusts plans effectively, when needed.</li> <li>● <b>Technical and Administrative.</b> Strong technological skills (including knowledge and familiarity with Zoom and Google Workspace) are required.</li> </ul> <p><b>Character</b></p> <ul style="list-style-type: none"> <li>● Deep commitment to and excellent Ambassador of Teach for the Philippines' Core Values</li> <li>● Open to learning and to the pursuit of excellence</li> <li>● Growth mindset</li> <li>● Empathic and kind</li> <li>● Resilient and open</li> <li>● Professional</li> <li>● Data-oriented and organized</li> <li>● Innovative</li> </ul>
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**Additional Notes:** Success at Teach for the Philippines requires a willingness to work beyond the job description laid out above. This means that the FRTA may be called to other cross-functional projects not outlined here that are determined to be critical and/or high-priority, high-urgency for the organization.

**Working conditions:** Teach for the Philippines is an output-based organization so work schedules can be aligned with the Direct Supervisor. The general set-up is hybrid with work-from-home days and days when in-person meetings may be recommended or required. Individual adjustments to start and end times are handled on a case-to-case basis with both the Direct Supervisor and HR. TFP also has a current policy of unlimited vacation and sick leaves, with vacation time subject to the approval of the Direct Supervisor.