



Christodora/ Manice Education Center

Part- Time Camp Admissions Assistant

Christodora, a non-sectarian, non-profit organization, announces an exciting part-time opportunity for a part time camp admissions assistant at our NYC office located in Midtown Manhattan. Since 1897, **Christodora: Nature, Learning, Leadership** has been helping New York City youth from under-resourced communities flourish and succeed through immersion in nature and environmental science. We have received a nationally recognized 'HI Impact' award for 3 years in a row for our leadership in fostering in the social and emotional learning of youth aged 11-18. For more information please visit us at <http://www.christodora.org>

This position will give you the opportunity to learn the ins and outs of Salesforce, the powerful cloud computing tool, as you help Christodora recruit and enroll new and returning students for our wilderness camp programs. The part time recruiting coordinator will assist with pre-screening phone calls to both students and parents/guardians, enter and manage student records via salesforce, confirm attendance at orientation sessions and follow up on missing required paperwork. You will help to manage interns who are also supporting the student registration activities.

Qualities we are seeking include:

- Strong grasp of computer usage; enjoy manipulating data and are serious about learning (Some of our database interns have gone on to find employment with skills learned about the Salesforce platform.)
- High energy and outstanding prior performance as a leader with positive and effective communication skills, including a friendly and clear phone manner
- A systems thinker and positive problem-solver
- Passionate about positively impacting youth
- Someone who has had previous camp experience (so you can speak to the benefits of attending a camp program)
- High level of attention to detail and accuracy.
- Preferred but not required: Excellent Microsoft Excel skills

Time and place: Approx. 10-20 hours/week, including some evening phone calls (until 8 pm) and some Saturday morning orientation/registration sessions. Must be in Christodora office on some afternoons to work with Sr. Outreach Coordinator but work may also be offsite.

Start Date: As soon as possible

End Date: August 1st, 2020

Deadline for applications: Rolling

Education level: BA preferred; some college level coursework required

To Apply: Please send the following to Christodora at: employment@christodora.org with "P/T Recruiting Coordinator" in the title:

- a) a cover letter in the body of the email (not as an attachment), and
- b) a resume

Christodora is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law