



RECRUITMENT ADMINISTRATOR

OVERVIEW

Do you have a knack for connecting with people and building new relationships? Do you have a heart for evangelization and youth ministry in Canada? Do you desire to share this mission with others and invite them to give a year of service? NET is looking for you!

We're seeking a seasoned professional, passionate and experienced in relationship building and recruiting. As a Recruitment Administrator you will find and accompany young adults as they discern their call to a year of missionary service. With a team of dedicated recruiters, you will have the opportunity to meet many people and help provide NET with passionate and engaging missionaries.

WHO WE ARE

NET is a leading youth ministry organization in Canada and our mission is simple: bring youth to Christ. Many young people lose their faith by the time they finish high school. NET sends teams of young adult missionaries to share their faith in schools and churches so that youth may be transformed and re-engaged in their Catholic faith. We're looking for driven, talented and passionate individuals who want to use their talents to build up the Kingdom of God and see young people's lives transformed.

WHAT WOULD YOU DO IN THIS POSITION?

- Meet and journey with potential missionary applicants
- Travel and attend conferences and youth events to promote NET and recruit
- Assist in the recruiting and admissions process
- Implement the interview and admissions process
- Supervise post-admissions process
- Maintain communication with applicants throughout the discernment process

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DO YOU HAVE WHAT IT TAKES?

Here are a few things we're looking for:

- **You love the Catholic Church and have a heart for mission.** You share our heart for evangelization and young people in Canada, as well the desire to build up the kingdom through your job.
- **You love people and building new relationships.** You are eager and have a knack for connecting with others, especially young adults.
- **You have a genuine desire to invite young adults into the mission.** Your missionary zeal is contagious. You understand how young adults are looking to make a difference with their lives, and you believe that giving a year or two in service can transform lives.
- **You have a high level of professionalism and excellent administration skills.** You are diligent, organized and attentive to detail. You have excellent public relation skills.
- **You are teachable. You value continual growth.** You are interested in expanding your professional skills, particularly regarding donor relations, and you continually seek personal development.
- **You are creative.** You are innovative and open to new ideas.
- **You are a team player.** You are interested in being part of a dynamic team. You can collaborate well with others and are able to give and receive feedback.
- **You take initiative.** While we value teamwork, you are also capable of working independently and being a self-starter.
- **You have some experience in recruiting and managing volunteers.** You can demonstrate that you are comfortable leading others and inviting them into helping with the mission of evangelization.

WHAT WE HAVE TO OFFER

- Daily charismatic staff prayer, including daily Mass once a week
- A culture of professionalism, support, and dedication to team building, individual growth & leadership development
- A community of passionate Catholics working towards building the kingdom & growing in holiness
- Being part of a dynamic team working towards maximizing and maintaining NET's resources
- An office in the Nation's Capital

ADDITIONAL INFORMATION

- This is a full-time position
- Position start date is flexible
- Salary commensurate with education and experience

Applicants must provide a cover letter, résumé, and contact information for two additional references. Detailed job description available upon request.

For more information or to submit your application by email, contact Pierre at execdirector@netcanada.ca or at 1-877-521-4426.

