

## Human Resources Recruiting Coordinator Role Summary: Cary, North Carolina, USA

Connect with new missionary and intern contacts, inquirers, applicants and candidates to actively recruit them for missionary service and ensure that their questions and concerns are responded to in a timely manner.

### Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ A heart for inviting believers to join the global call for missions
- ✓ Committed to prayer
- ✓ Strong listening and interpersonal skills with a team spirit
- ✓ Handles confidential information discreetly and professionally
- ✓ Manages priorities and workflow with attention to detail

### Responsibilities:

- ✓ Follow up with contacts through e-mail, text messages and phone calls
- ✓ Ensure timely completion of application materials for all applicants
- ✓ Maintain profiles and job postings for websites
- ✓ Host recruiting events at TWR, maintaining a network of volunteers to help
- ✓ Coordinate events at college and missions recruiting events
- ✓ Assist with internship program orientation and debriefing
- ✓ Assist with candidate events at TWR as needed

### Desirable Qualifications:

- ✓ Proficient with Microsoft Office Suite, especially Word, PowerPoint and Excel
- ✓ Proficient in web site and internet navigation, with typing skills of 40 wpm
- ✓ Excellent communication skills in written and verbal English
- ✓ Ability and willingness to travel overnight occasionally
- ✓ Available for occasional work outside of normal office hours