



Division/Department:	Teacher Residency	
Location:	3607 Martin Luther King Blvd. Denver, CO 80205	
Job Title:	Recruitment Coordinator	FTE Status: 1.0
Reports to:	Director of Recruitment and Alumni Engagement	Preferred Start Date: January 3, 2022

Program Description

[Public Education & Business Coalition](#) (PEBC) is a Colorado-based 501(c)3 organization that provides professional development services for practicing educators locally and nationally, and operates the PEBC Teacher Residency for training well-qualified new teachers for high-needs schools. The Residency recruits, trains and supports effective new teachers from diverse backgrounds for urban and rural school districts and is building the infrastructure needed to become a statewide pipeline over the next five years.

PEBC’s goal is to provide training and professional learning to cultivate highly effective ECE-12 educators who are dedicated to students’ social, emotional and cultural needs as well as growth and achievement. In our work with educators and as an employer, we adopt an asset-based approach to cultivating a collaborative community of learners that values responsive and reflective practice and operates in a culture of positive intention and respect.

Local, state, and national leaders trust PEBC to inform the development of sound education policy that profoundly impacts success for students and teachers alike. PEBC has developed decades of direct experience in schools, deep knowledge of theory and practice, and a network for thousands of exceptional educators and passionate business and community leaders. Policymakers and advocates count on PEBC to advise the development and implementation of policy so that good ideas translate to great outcomes – in classrooms, schools, and systems as well as for our nation’s workforce and economy.

PEBC’s mission is to cultivate educators worthy of each and every learner.

General Description

The PEBC Teacher Residency is in search of a self-directed and professional Recruitment Coordinator to recruit and support a diverse and talented cohort of pre-service teachers into the PEBC Teacher Residency. The Recruitment Coordinator will effectively convey the benefits of the residency model generally and the PEBC Teacher Residency specifically to candidates in urban and rural settings throughout the State of Colorado. The Recruitment Coordinator will also support residency candidates through the admissions process and assist in the selection of PEBC Teacher Residents. The successful candidate will be passionate about advancing the mission of PEBC and the PEBC Teacher Residency. The ideal candidate will be outgoing, engaging, professional and a strong representative of the PEBC Teacher Residency.

Major responsibilities include and are not limited to the following:

Manage the pipeline of PEBC Teacher Residency applicants as they move through the admissions process.

- Respond to inquiries via email and phone, providing excellent and timely customer service.
- Schedule and conduct virtual and in-person information sessions
- Represent the PEBC Teacher Residency at career fairs and employment events primarily in the Denver Metro area and occasionally throughout the State of Colorado.
- Work with external PEBC partner organizations to design and implement co-branded recruitment events.
- Schedule and staff urban and rural candidate selection events.
- Participation in selection events
- Track data related to recruitment and enrollment
- Engage PEBC Teacher Residency alumni in the recruitment and selection of candidates.

Qualifications/Skills

- Teaching experience in an ECE - 12th grade setting (required)
- 3+ years teaching experience (preferred)
- Experience in recruiting and/or admissions (preferred)
- Spanish-speaking (highly preferred)
- Experience advancing diversity, equity, and inclusion in the workplace
- Experience with Customer Management Relationship software a plus
- Strong interpersonal and communication skills, both orally and in written form
- Self-motivated and self-directed
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong problem solving skills
- Works well independently with minimal supervision

Compensation

- \$48,000-\$58,000
- Paid vacation and sick time
- Health and retirement benefits

Anti-Discrimination Policy

PEBC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, pregnancy status, military status, genetic information, or any other status protected by applicable state or local law.

Application Instructions

To apply please send a cover letter and resume to jobs@pebc.org with "Recruitment Coordinator" listed in the subject line. No phone calls please.