



RECRUITMENT AND RETENTION SPECIALIST

OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Oregon Episcopal School is [committed to justice](#). The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community. OES occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community.

JOB SUMMARY: The recruitment and retention specialist works to attract and retain students and employees from historically underrepresented communities to the School. The specialist represents OES excellence in the greater community to reach prospective families and potential employees. The position reports directly to the director for equity and inclusion and works in close collaboration with the director of enrollment management and director of human resources. Engagement tools available to the specialist will include social media, attendance at job fairs, school fairs, community events, and other dedicated, OES based events organized specifically for this purpose. This individual will play an integral role in retention programming for families and employees by organizing inclusive events and activities in collaboration with the Office of Equity and Inclusion team. They will establish and support robust, sustainable communication channels to foster an enduring sense of belonging and to contribute to a healthy and vibrant school/workplace culture that welcomes and nurtures all.

The successful recruitment and retention candidate will be social media and tech savvy, organized, able to supervise someone providing assistance with event coordination, and be positive and enthusiastic when interacting with parties unfamiliar with OES. This is a year-round full-time, exempt, staff position that comes with a competitive salary and benefits package including health insurance, retirement plan with generous employer matching contribution, paid vacation, paid sick leave, personal days and floating holidays, and 15+ paid holidays per year. Visit the [OES Benefits Guide](#) for more detailed information on benefits at OES. Open until filled.

ESSENTIAL DUTIES:

- Represent OES in the greater community to attract students of all backgrounds and identities to the School.
- Support current OES families to ensure a sense of belonging, engagement, and collaboration within the School.

- Welcome new families, promoting and valuing diversity across family structures, cultures, languages, perspectives, socioeconomic status and values.
- Create, plan, market and facilitate activities that foster community among families and employees of color.
- Regularly check in with families and employees of color to gauge their experience using survey tools and other technologies.
- Work with the director for equity and inclusion to implement culturally responsive programming for families.
- Work collaboratively with the Admissions and HR Offices as well as community engagement team members.
- Represent OES at annual student recruitment events on an ongoing basis.
- Plan and execute student recruitment initiatives.
- Participate in employee recruitment and retention programming.
- Plan an annual calendar of events to attend and/or host, including, but not limited to: Black Parent Initiative, Partners in Diversity sponsored events, Jack & Jill, Church based and other relevant events, on campus: game nights, social activities, etc.
- Attend community events such as job and school fairs, representing OES.
- Engage with individuals from underrepresented groups to develop organizational capacity for inclusion.
- Use alumni resources to establish communications with prospective families and/or potential talent.
- Engage and participate in OES based DEI development activities.

MINIMUM QUALIFICATIONS:

- BS/BA or equivalent combination of education and experience
- Event planning experience
- Teaching experience or other experience working with children and families
- Intercultural competence, ability to interact appropriately with persons of all backgrounds and identities, ability to work effectively on diverse teams, demonstrated commitment to equity and inclusion
- IT skills: general digital literacy, recruiting and other information system skills, intermediate to advanced, MS Office Suite, web applications including Google Suite, video conferencing; flexibility to adapt and learn as digital tools evolve
- Driver's license and ability to drive to off campus event locations
- Ability to pass a background check and drug screen
- Documentation of Covid-19 vaccination or medical or religious exemption

NOTE: OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

PREFERRED QUALIFICATIONS:

- Five years' experience in a related position
- Sales and marketing experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding of school communities, either through work experience as a teacher or related position
- Strong organizational skills, ability to manage calendars, juggle multiple and sometimes competing priorities deadlines, flexibility to meet job requirements beyond the school day and school year as needed
- Ability to consistently apply principles of equity, inclusion, and anti-racism in day to day activities and in the broader workplace community
- Ability to learn and grow professionally and to stay abreast of changes in the field of education and DEI, commitment to professional development of self and others
- Interpersonal skills, demonstrated success collaborating across multiple organizational levels and with myriad constituencies (students, families, and colleagues) ability to demonstrate leadership in fostering an inclusive culture at OES
- Excellent verbal communication skills, cross-cultural communication skills

PHYSICAL REQUIREMENTS:

- Ability to lift and carry up to 25 pounds
- Mobility sufficient to move about the OES campus and to navigate off-campus locations when representing OES in the community
- Ability to see/read text and computer monitors
- Ability to speak to interact with students, parents, and OES employees

COMPENSATION: Competitive starting salary depending on experience, plus a generous benefits package

APPLICATION PROCESS: Visit <http://www.oes.edu/careers> to learn more about OES. Fill out the [Recruitment and Retention Specialist application](#) and include your resume and cover letter describing what you would bring to the role.

NOTE FOR INTERNAL CANDIDATES: Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.