



Recruitment Specialist

Position Description

Position Type: Full-time, Fixed Term (2 Years)

Location: Hybrid Remote

Reports to: Operations Manager

Application Deadline: 31st of January, 2023

Estimated Start Date: Early February, 2023

Salary Range: \$50,000-55,000

About WAI

WAI: Wastewater Alternatives & Innovations is a Hawaii-based non-profit organization established in 2019. We share our name with the Hawaiian word for water; our mission at WAI is to help restore healthy watersheds, clean water and resilient reefs by reducing the amount of sewage pollution originating from cesspools and failing septic systems. Statewide, 83,000 cesspools leach over 52 million gallons per day of untreated wastewater into the ground every day. Much of this leachate reaches groundwater and the ocean, impacting drinking water, public health, and coral reefs. WAI's vision for clean water motivates our team to help communities across Hawaii convert cesspools to innovative new systems that are more affordable, efficient and better for the environment. WAI works to identify and address bottlenecks in cesspool conversion, such as the need for additional qualified workers in the wastewater field, financial assistance for the costs of conversion, and the implementation of innovative wastewater systems from single-family homes to the community scale.

Job Details

This is a full-time, two-year position with an annual salary of \$50,000-\$55,000 and potential for continuation of employment depending on performance and funding. This role includes paid benefits, including vacation days (10), federal holidays (11), paid sick leave (5) and reimbursement for health insurance premiums, as well as access to a retirement saving plan. Work for the majority of this position will be remote, but the selected applicant should relocate to Hawaii by the start of the position if they are not already Hawaii-based for local meetings and inter-island travel.

Program & Position Overview

This position will be responsible for the recruitment and marketing aspects of WAI's Workforce 4 Water (W4W) program. The W4W program aims to address the critical technician workforce shortage required to replace tens of thousands of cesspools with individual and community wastewater systems by 2050, as mandated by the Hawai'i state legislature Act 125. W4W will provide entry level wastewater training and information to expand Hawaii's wastewater workforce. WAI plans to strengthen and increase the visibility of the wastewater industry as a career pathway. This role will help to create a workforce development program that meets the

needs of employers in emerging skilled trades and technologies by engaging industry, employers, advocacy groups, trade associations, higher education, workforce development boards, and government stakeholders. Recruiting efforts will primarily target the two islands with the highest number of cesspools, Hawai'i Island and Maui. WAI's goal is to recruit 100 participants over two years to take part in the programming. The participants will consist of high school graduates, dislocated workers, and incumbent and new entrant workers, with an emphasis on Native Hawaiians. The program will simultaneously raise awareness in Maui and Hawaii Island community members about urgent environmental and human health issues, relevant government mandates, as well as the wastewater-related job opportunities, all in an effort to recruit for training programs.

Primary Position Duties

The Recruiting & Marketing Specialist is a full-time position that includes, but is not limited to the following responsibilities and duties:

- **Develop and implement recruitment strategies:**
 - Collaborates with WAI staff to identify recruitment needs and opportunities.
 - Designs and implements regional and/or program-specific (Maui & Hawaii Island) recruitment/outreach strategies to achieve goals for all WAI activities.
 - Builds relationships with school and college contacts, nonprofits, industry, government partners, and other institutional partnerships to make recruiting more efficient and effective.
 - Network with project partners to create a plan that aligns with key dates, partners and events.
 - Assists WAI staff with specialized recruiting and selection needs.
- **Recruit WAI program participants:**
 - Coordinates, manages logistics for scheduling recruitment opportunities (e.g., school presentations, career fairs, town hall meetings, annual summit, annual convening, industry related conferences, etc.) with WAI staff.
 - Trains WAI staff and volunteers in recruiting presentations and other outreach methods.
 - Works with WAI staff to help coordinate and host W4W annual summits (2) and WAI's annual Convening.
- **Program marketing and recruiting material development**
 - Posts ads and position opportunities on social media platforms, career websites, online job sites, within print media, partner newsletters, on bulletin boards, etc.
 - Creates and/or updates existing fliers, assists with social media posts, website, banners and other outreach materials.
 - Work with the team to identify and order WAI-branded supplies, presentation equipment, and giveaway items for outreach activities.
- **Manage recruitment-related data**
 - Tracks and inputs all recruitment contacts into WAI database.
 - Helps ensure recruiting data is collected in a timely manner; prepare data for reporting.

- Catalogs existing recruitment opportunities; identifies new and/or expanded recruitment opportunities.
- Maintains and responds to all recruitment interests sent to WAI.
- **Volunteer Engagement**
 - Works with WAI staff to engage alumni to serve as volunteer recruiters and to participate in alumni and WAI events

Position Requirements

Recruiting Specialist should meet the following requirements:

- Bachelor's degree or higher.
- Prior experience with recruiting and outreach.
- Be willing and able to travel (both by air and ground transportation, and occasionally stay overnight within the neighboring islands).
- Strong familiarity with communities in Hawai'i (Particularly Hawai'i Island and Maui).
- Valid driver's license.
- Prior experience with handling administrative duties including but not limited to:
 - Scheduling/coordination
 - Event Management
 - Data Management
- Strong computer/Microsoft Office skill level (Word/Excel/etc.) and familiarity with Google-suite (Docs, Sheets, etc.).
- Strong team player with a positive attitude.
- Excellent interpersonal and public speaking skills.
- Self motivated, creative and goal oriented.

Preferences

The Recruiting Specialist is preferred to have the following:

- Educational background or experience with the wastewater industry;
- Experience creating and distributing outreach material (e.g. Mailchimp, Facebook and Instagram Ad Manager, Spotify Ad Manager);
- Familiarity with design tools (Canva, Adobe suite (Premiere Pro, Photoshop, Illustrator));
- Experience with website design (SquareSpace);
- Experience interacting via Zoom or Google Hangouts.

How to Apply

Submit a resume and cover letter to stuart@waicleanwater.org, john@waicleanwater.org, and graemelanders@waicleanwater.org.

**This description is not designed to be a comprehensive list of all responsibilities and duties for this position.*