

POSITION DESCRIPTION

Job Title: Blue Star Families Careers Manager - San Diego	
Department: Community Development	
Location: Virtual office (telecommuting from home) in San Diego	
Job title: Careers Manager	
Reports to: Senior Advisor for Careers	
Classification: Employee – Exempt	Position type: Full-time
<p>General description</p> <p>The Blue Star Families Careers Manager is responsible for delivering all facets of recruitment and referrals for spouse employment initiative in San Diego. This will be achieved through the development of local hiring commitments, execution of organization recruitment plan and design and monitoring of Blue Star Families job board as well as other strategies as developed. The careers manager will oversee the sourcing strategies for the San Diego region and will cultivate resources to support new, creative recruiting ideas. The Blue Star Families Careers Manager will play a critical role in ensuring successful spousal transitions and creating systems that make a large impact towards improving military spouse hiring rates.</p>	
<p>Key job functions</p> <ul style="list-style-type: none"> • Ascertain recruitment requirements by evaluating organizational development plans • Confer with management to identify direct placement partnerships • Develop effective placement plans and recruitment strategies • Source applicants through various methods including advertising, recruiters, job sites, career fairs • Maintain effective relationships with social and professional networks to source qualified candidates • Determine placement and/or referral opportunities to local Onward to Opportunity Camp Pendleton chapter • Inform candidates fully about local jobs and companies • Manage all communication with candidates for long term tracking of career journey • Manage applicant tracking system on internal Salesforce platform 	

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- Maintain accurate and current applicant data base, tracking job offers and placements over two years
- Keep current with sourcing strategies and industry trends
- Comfortable developing relationships with local installation leadership

Required experience, skills, background

- Bachelor's degree
- Experience in job readiness, workforce development and career placement/recruitment
- Ability to work both independently and collaboratively
- Ability to produce high quality work on deadline; comfortable managing multiple projects, priorities and deadlines in a fast-paced environment
- Strong attention to detail
- Strong writing and communication skills; demonstrated knowledge of professional correspondence
- Flexibility with work schedule to support staff and deadlines
- Proficiency with Google Docs as well as an understanding of Salesforce
- Experience and/or comfort working in a virtual environment
- Commitment to the highest standards of professionalism
- Must have access to work space, phone, and computer
- Must have DoD access to military installations
- May be required to work nights, weekends, and holidays as necessary to carry out key job functions

Salary and benefits

Salary will be commensurate with experience. Benefits package includes paid time off, a 403(b) plan, and the ability to telecommute from home.

Equal opportunity

Blue Star Families is an equal opportunity employer. We do not discriminate on the basis of age, race, ethnicity, religion, national origin, gender, sexual orientation, or disabilities.

About Blue Star Families

Formed in 2009, Blue Star Families is a fast growing, high-profile nonprofit organization with a mission to strengthen military families and our nation by connecting communities and fostering

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leadership. Blue Star Families is a virtual organization with employees and volunteers located around the world. With more than 100,000 members and 35 Chapters at military installations across the globe, Blue Star Families is the nation's largest Chapter-based nonprofit serving America's military families.

How to apply

Please email resume and cover letter including salary requirements – with applicant's full name in the email subject line – to HR@bluestarfam.org. Position open until filled. No calls, please.