



Kids Rank Recruiting Fellow

Office Location: 2630 Ohio Ave., Great Lakes, IL 60088

Internship Location: Varied, both office and virtual work will be done.

Kids Rank is a 501c(3) service-based organization developed specifically for military children. Through the formation of local clubs, called Prides, Kids Rank engages children in hands-on, skill building projects and volunteer opportunities designed to encourage resilience through our core pillars of CONNECT, LEAD and SERVE. Our military children serve their communities just as their parents serve (or have served) our country. The program is open to school-aged military children from all branches of service including active duty, reservists, retirees and Families of the Fallen.

In the upcoming 2019-2020 program year Kids Rank is preparing to increase the number of Pride groups of military and veteran children from 9 to 12 operating in Lake and Cook Counties. The Pride Leaders that run these groups are essential for the continued stability and growth of the organization. A process for recruitment and training is needed for selected candidates starting in the fall.

This is an excellent opportunity for a student to gain hands on work experience in a fun, fast paced and team-oriented nonprofit! The Fellow will work on a variety of recruiting/staffing related tasks.

Responsibilities:

- Post jobs openings on various job boards.
- Research new job boards & track return on investment for those sites.
- Screen resumes, schedule interviews & conduct basic phone screens.
- Develop training materials for the new part-time staff members
- Help prepare for 2019-2020 program year
- Assist with data entry & process improvement plans for new Member Tracking System.

Ideal Student:

- Coursework, knowledge or experience in Human Resources.
- Excellent verbal and written communication skills.
- Strong attention to detail
- Ability to multi-task and remain organized in a fast paced environment
- Good follow-through skills
- Ability to work with limited supervision
- Strong computer skills including Microsoft Office Suite (Word, Excel and PowerPoint).