



International Literacy and Development Identity

Foundational Truth:

People are made to flourish.

Our Mission:

ILAD promotes human flourishing through educational, economic, and social development in communities that are under-resourced. We do this by partnering with communities to facilitate local solutions to local problems through our four core competencies; Agricultural Development, Educational Development, Business Development, and Human Language Technology.

Our Vision:

A world in which language and location are not barriers to accessing information and opportunities because we believe we are made to flourish in our own community.

Tagline:

Opportunity in Every Language

Our Core Values/Guiding Principles

We do what we do because we value...

- **Partner with Communities:** We listen first, design together, and honor community leadership.
- **Equip through Local Language:** We create tools and training in the languages people already speak.
- **Overlooked No More:** We elevate the voices and leadership of those the world has ignored.
- **Persons of Integrity:** We do what we say with transparency, humility, and honest reporting.
- **Local Solutions through Innovation:** We co-create context appropriate solutions using technology and proven methods.
- **Enduring:** We design for transition, so communities sustain progress long after we step back.

Specific Job Description

Job Summary

It is the job of all International Literacy and Development employees to communicate the mission, vision, and core values of International Literacy and Development, especially to prospective donors, partners, and others who might be interested in our work.

Additional, specific job summary for this position: ILAD recruiters identify individuals who are interested in learning more about the organization and potentially joining the team. The recruiter walks alongside these individuals in a coaching-type relationship to help them explore how their gifts, passions, and skills can be used in holistic development service among under-resourced language communities around the world within the ILAD team. Our recruiters are creative and discerning as they work with potential teammates to determine their place in serving within ILAD. Recruiters maintain detailed records of interactions with interested individuals and walk them through the application process when they are ready. Our recruiters visit universities, international development and humanitarian conferences, business networks and faith communities to tell the story of the under-resourced peoples of the world and to promote opportunities within ILAD for people to get involved. Our recruitment team coordinates with our overseas fields and with HQ about current personnel needs while also anticipating the future teammate needs necessary to accomplish our mission.

**Supervision Received and Given:**

The recruiter reports directly to the VP of Advancement and will also be interacting with our partner organization's recruitment team for support and guidance on recruitment activities. This role supervises none directly.

Funding Source: Hybrid/ 1/2 salary Deputized, 1/2 salary from General Fund and work expenses from General Fund with starting wage of \$65,000.

Essential Job Functions

Included in the job functions for all International Literacy and Development employees is:

- Communicating through any available and appropriate platform the mission, vision, and core values of International Literacy and Development the specific needs of their division and department.

Other essential and important responsibilities and duties may include but are not limited to the following:

1. Mission Engagement & Recruitment:

- Identify and cultivate relationships with individuals who have a desire to work overseas among low-resourced language groups, guiding them through the discernment and application process.
- Represent International Literacy and Development at conferences, faith communities, university campuses, and events, casting vision for flourishing in mind, body and spirit and related roles that accelerate that work.
- Implement innovative and relational lead generation strategies to mobilize long-term overseas workers, interns, and volunteers.
- Develop or select tools for tracking and managing inquirers and then track and manage follow-up with inquirers using those recruitment tools and systems.

2. Coaching:

- Engage prospective inquirers in conversations to help them consider their fit and readiness for overseas work.
- Provide individualized coaching and encouragement as people explore roles within International Literacy and Development.

3. Program Support & Execution:

- Support key recruitment programs through planning, communication, and facilitation.
- Assist with recruitment campaigns and collaborative initiatives aimed at increasing participation and visibility.
- Contribute to the development and distribution of recruitment materials, literature, and resources.
- Prepare regular reports on progress, budgets, receipts and expenditure related to recruitment

4. Partnership & Collaboration:

- Build and maintain partnerships with faith communities, universities, like-minded organizations, and networks that align with our vision.
- Work alongside current overseas teammates, US staff, and volunteers to promote recruitment across the organization.
- Participate in team meetings, retreats, and planning sessions with the recruitment team

Signing Authority

Employee does not have the right to sign or make contracts or commitments on behalf of International Literacy and Development without first obtaining express written permission from a director or officer.



Qualifications

Required Knowledge, Skills, Abilities

Knowledge of:

1. ILAD's history, core values, mission, and vision.
2. The fundamental undergirding of holistic development work.

Professional Skills:

- Relationally gifted with strong interpersonal and listening skills
- Effective in public speaking
- Self-motivated and organized with the ability to manage multiple relationships and projects.
- Comfortable working independently while actively contributing to a collaborative team effort.
- Capable of strategic follow-through with prospective inquirers and partners.

Ability to:

- Establish respectful, trustworthy relationships
- Communicate effectively orally and in writing
- Multi-task; plan, organize, prioritize work plans
- Set goals and objectives and coordinate activities
- Drive long distances and travel domestically
- Cast a vision
- Operate basic computer programs
- Work as a team member

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge/skills is qualifying. Typical ways to obtain the knowledge and skills would be:

Experience:

- Two (2) years' experience in sales, recruitment, or a related field where establishing personal, long-term relationships is required
- Cross-cultural experience or exposure is desirable

Training:

- Bachelor's degree in marketing, human resources, intercultural studies, or a related field preferred

Working Conditions

The work environment is a typical office setting, working in close proximity to others and with probable exposure to computer screens. An employee will need to lift up to twenty pounds and carry it for up to 50 feet and to sit or stand for an extended time at a desk.

Additional Environmental Conditions:

- Short-term stays in both domestic locations and foreign cultures, in both urban and rural settings
- Unfamiliarity and stress due to unknown city roads, streets, and locations

**Additional Physical Conditions:**

- Long-duration airline flights may be necessary.
- Exposure to environmental pollution and illnesses associated with domestic and international travel.

Other Requirements

Creativity/Innovation: Develop new and unique ways to improve recruiting and create new opportunities to advance the mission of ILAD.

Behave Ethically: Understand ethical behavior and business practices and conduct oneself accordingly. Uphold the values of the organization.

Apply Here