



CANDIDATE JOURNEY SPECIALIST



Teach
FOR ROMANIA

www.teachforromania.ro



About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: www.teachforromania.org





Your Role

Your role as Candidate Journey Specialist will be to support the full journey of the Teach for Romania program candidates, from recruitment to selection & onboarding.

Based on your skills and experience, you can further contribute to our mission by taking ownership of a part of the attraction of candidates through offline channels of recruitment.

This is a **full time** position, in **Bucharest**.





Responsibilities

CANDIDATE JOURNEY (more than 70% of the role):

- **Strategy implementation:** Monitoring and implementing the strategy related to assisting the candidates through the journey;
- **Cultivating relationships with candidates:** Offering the most relevant information about Teach for Romania to all of our candidates and act as a point of contact for various inquiries;
- **Onboarding:** organizing the onboarding events for the accepted candidates (onboarding conference, community visits and others).



Responsibilities

ATTRACTION (less than 30% of the role):

- **Strategy implementation:** Developing and implementing the recruitment strategy and various projects and events, in order to achieve the number of applicants needed for program, mostly through offline channels;
- **Partnerships:** Building relationships and keeping in touch with University officials, student leaders, faculty teachers, NGO representatives, etc.;
- **Offline promotion:** Looking for and participating to various events, in order to attract candidates, build a strong professional network and build brand awareness;
- **Active recruitment:** actively looking for the best suited candidates and recruit them as teachers in our program;
- **Understanding the profile:** visiting the communities and the teachers, in order to better understand what it takes to be successful in the program;
- **Assessment Centre:** occasionally participating in the evaluation of candidates.



Profile

We are looking for **someone with:**

- Interest for the domain of education;
- Ability to communicate and interact with different stakeholders;
- Great social skills, influencing skills & public speaking skills;
- Self awareness & self improvement drive;
- Good organizing skills;
- The capacity to work autonomously;
- Critical, creative and solution oriented thinking;
- Ability to build relationships;
- Ability to work with databases and analyze data.

Who **knows:**

- How to use Microsoft Office;
- English, at an advanced level.



Profile

It **would be a plus** if you also have:

- Knowledge of the NGOs market;
- Event management skills;
- Knowledge of Salesforce;
- Competencies in candidate selection;
- Recruitment skills;
- Interviewing skills;
- Proven experience of partnerships management.

Experience required for this role:

- Experience in a leadership role in an NGO OR Work experience in recruitment/account management/partnerships management – 1 to 2 years.



Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.



Application details

This is a **full time position**, based in **Bucharest**.

The selection process will consist in:

- Screening, according to the application form;
- Online test;
- Phone interview;
- Interview with the HR department and the Recruitment Manager;
- Final interview with the CPO.

Submit your application [here](#).