



## **Position: Recruitment and Operation Manager**

**The Recruitment and Operation Manager (ROM)**, will be responsible to guarantee the continuation of our current training programs as well as ensuring all objectives are achieved.

### **Context**

FEM International's mission is to empower women for them to reach their potential through social entrepreneurship. To fulfill its mandate, FEM offers training programs both at the local and international level as well as other services.

FEM International has 3 types of trainings:

- 1) The school board training, a subsidized training in partnership with the Ministry of Education,
- 2) The stand-alone fee for service conference, (non subsidized B2B program) and
- 3) The dynamic training program ( a one-on-one personalized training program, non-subsidized program

### **Mandate**

85% of the Recruitment and Training Manager (ROM) mandate is to :

- Recruiting participants for training programs. The ROM will be responsible for recruiting and registering 25 qualified individuals, mainly women, for each "Start up a Business" program. FEM has a minimum of 4 training programs each year.
- Developing marketing plans, reaching out to outreach of potential clients, organizing of recruitment activities such as fair participations in fairs, speed coaching information sessions and social media promotion.
- Ensuring the logistics group trainings by reserving training spaces, coordinating with teachers, organizing extracurricular activities and keeping track of student commitment to the group until graduation.

15% of the Recruitment and Training Manager (ROM) mandate is :

- Promoting and coordinating the stand-alone fee for service conference (B2B) while ensuring a minimum of 10 of these conferences per year.
- Ensuring the logistics ,Contacting teachers and billing and reporting of activities.

### **Requirements**

- Candidates must have at least 3 years of experience in promoting training programs and logistics management.
- Spoken and written English and French is required and an intermediate level of Spanish is highly desirable.

The candidate must be capable of working with very little supervision, capable of taking initiatives and reporting to the board in a timely matter of any changes or issues that should occur. The educational requirement for this position should be in sales and advertising, communications and marketing, or management. Proven sales record is a must.

**Conditions**

Remuneration is based on lump-sum amounts for each group of trainees recruited, plus bonuses allocated for each group completing the program.

The position is a contractual position and will be assumed by the person in its own location and schedule and FEM does not provide a working space.

Interested Candidates must submit a CV, 3 professional references and a letter of intention explaining why they believed they are the right candidate for this Contract.

Please send your application by Friday, October the 5<sup>th</sup> 2018 by sending an email to [direction@feminternational.org](mailto:direction@feminternational.org)

FEM thank all the interested applicants but only qualified candidates will be contacted for an interview.