



Recruitment Specialist

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 30 events annually. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth.

We are looking for an experienced and professional Recruitment Specialist to join Atlanta Track Club's team. Atlanta Track Club is a volunteer-driven, member organization. As such, volunteers and members are the foundation of Atlanta Track Club. The Recruiting Specialist will be responsible for sourcing and attracting new members and identifying and acquiring new volunteer candidates for Atlanta Track Club events and program. Reporting to Director of Strategic Partnerships, the Recruitment Specialist is a full time position.

Recruitment Specialist duties and responsibilities

- Develop and strengthen relationships with potential partners to support new member and volunteer recruiting needs of Atlanta Track Club
- Work collaboratively with Atlanta Track Club's marketing department to prepare promotional materials, handouts and proposals for all volunteer and membership recruiting needs
- Design and execute recruiting strategies to attract new volunteers and members
- Create a candidate persona for recruiting member and volunteer positions
- Create and manage a prospect list of decision makers at potential target companies
- Network internally and externally with potential partners to recruit within their organizations
- Develop a sustainable lead strategy for member and volunteer recruiting
- Perform other related duties as assigned

Recruitment Specialist requirements and qualifications

- High school diploma required. Associate's or Bachelor's degree in business or related field a plus
- Requires 2 years of experience of job related experience in a non-profit organization or in a corporate sales or business development related setting
- Excellent interpersonal, presentation and communication skills
- Excellent time management skills with a proven ability to meet deadlines and goals
- Critical thinking and problem-solving skills
- Ability to lead & collaborate with others in a team-driven environment
- Knowledge and practice of multi-tasking and organization skills
- Proficiency in use of Microsoft and Google Suite along with knowledge of CRM management
- Willingness to work nights and weekends at internal and external events and programs
- Ability to lift objects up to 25 pounds on occasion at Atlanta Track Club events.

To apply please send resume and salary requirements to careers@atlantatrackclub.org