



Recruitment and Retention Manager

This is a full-time salaried position

Starting Salary: \$50,000

Work environment: This is a hybrid position that will require attending in person events and local travel.

About Minnesota Tech for Success

MTFS is a 501(c)(3) nonprofit organization that creates digital equity for students in need by partnering with schools and educational organizations to provide technology access, engaging STEM programming, and IT workforce development in underserved communities.

We refurbish and recycle donated computers and redistribute them to schools and students. Our programs give students of all ages the skills and confidence they need to succeed in school and begin a successful career in information technology.

Reports to: Program Director

Position Summary

The Recruitment and Retention Specialist is responsible for all MN Tech for Success training program (MTFS*Learn*) recruitment. This position is responsible for identifying and recruiting qualified participants for MTFS*Learn* job driven IT training programs. This position is responsible for identifying and recruiting job seekers for training and employment within the IT industry. This position is public facing and will work closely with community organizations, participate in job fairs, and represent MTFS*Learn* resources to all interested parties.

Responsibilities:

- Generate leads and actively engage in daily community outreach
- Schedule client appointments and provide registration assistance for all MTFS*Learn* students
- Serve as primary point of contact with stakeholders and maintain relationships with local workforce agencies
- Responsible for tracking, updating, and maintaining recruitment efforts
- Meets or exceeds recruitment goals
- Ethically screen prospective students and assist with navigating the most effective solution for their needs.
- Manage student registration and Day 1 expectations
- Provide weekly information sessions geared towards job seekers and focused on MTFS*Learn* resources



techforsuccess.org
info@techforsuccess.org
612.383.2400

Minnesota Tech For Success
504 Malcolm Ave SE, Suite 100
Minneapolis, MN 55414

Knowledge or Experience:

- Maintain professional and technical knowledge by attending relevant workshops, webinars, and job-driven events.
- Stay informed about the IT arena, including hiring trends, training/certification, and program feedback.
- Demonstrated experience of community outreach and working with underserved communities in a nonprofit environment.
- Excellent self-starter with organizational and communication skills to assist in mission-focused outcomes.
- Knowledge of and experience with WorkforceOne and DEED.
- Ability to create and analyze reports and to utilize systems to locate information, track data, and implement improvement to reporting process and product.
- Experience engaging underrepresented communities and conducting community outreach.
- Engage in one-on-ones with each candidate to evaluate what their interests are and their commitment towards obtaining and maintaining full-time employment.
- Experience with Microsoft Office 365, including Word, Excel, PowerPoint, and Outlook.

Minimum Qualifications:

- At least 2-5 years of successful consumer-focused sales experience (both in person and via phone)
- Travel by car is required, must have an insured vehicle and valid driver's license; must be able to travel within Twin Cities metro area.

To Apply: Email cover letter and resume to Jeff Coltman, jcoltman@techforsuccess.org

Our Commitment to Diversity and Inclusion

We are an Equal Opportunity employer. We seek motivated and qualified candidates and value every background, identity, and experience. We believe in the strength of diverse and inclusive teams and are dedicated to creating a workplace where every person is respected, heard, and has opportunities to thrive.



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