



NursesMC™

Recruitment & Enrollment Manager

NursesMC Overview

The Nurses Middle College (NursesMC™) charter high school model was created in 2011 as a solution to the critical nursing shortage and to ensure a diverse nursing/healthcare workforce is prepared to improve health equity outcomes. The flagship school, located in Providence, RI has received national and international attention for its innovative design, impressive student achievement, and positive impact on the community. NursesMC students receive a rigorous college preparatory curriculum, participate in health care internships, obtain an entry-level patient care workforce certificate, and earn up to 16 transferable college credits towards a nursing/health care post-secondary degree. The second NursesMC school launched in Albany, NY in fall 2023, and a third school is scheduled to open in Nashville, TN in fall 2025. NursesMC is a non-profit Charter Management Organization, and its network schools are separate, 501c3 organizations with their own local Boards, working collaboratively and contractually with NursesMC to replicate the nursing middle college model with fidelity to the NursesMC's mission and vision.

NursesMC gives students a rich, hands-on, rigorous educational experience unlike any other.

- Nursing content is infused throughout the curriculum.
- Students engage in learning experiences at area healthcare facilities, including a 40-plus-hour clinical internship.
- Nurses and other area health professionals teach and mentor students.
- All students earn a certified nursing assistant (CNA) certificate or other healthcare workforce credential so they can earn while they learn.
- Students dually enroll in college courses at no cost. They learn what it takes to succeed in college and earn credits they can transfer to reduce the time and money they spend earning a degree.

Position Overview: The Recruitment and Enrollment Manager will oversee the comprehensive enrollment and recruitment process across multiple schools within the NursesMC network. This role is crucial for meeting student enrollment targets, fostering positive community relationships, and driving continuous improvement in recruitment and enrollment processes through codifying best practices and creating replicable systems. This role must be able to and is required to consistently travel to all schools.

Key Responsibilities:

- **Manage Enrollment Process:** Oversee the recruitment, application, and enrollment processes to ensure targets are met.
- **Develop Recruitment Strategies:** Collaborate on the creation and execution of recruitment and marketing strategies to guide students from recruitment through to enrollment.
- **Codifying Best Practices:** Codify and continuously update a playbook of best practices for recruitment and enrollment. This will include strategies that can be replicated across the network.
- **Community Engagement:** Build and maintain relationships with local community leaders, organizations, and cultural institutions. Work with the school-level Enrollment Specialists

to organize and participate in community events, such as fairs, canvassing and school-based activities, to promote our programs.

- **Training and Best Practices:** Maintain a playbook of recruitment and enrollment best practices. Train school-level Enrollment Specialists on these practices to ensure consistent implementation across the network.
- **Event Coordination:** Work with the school-level teams to host tours, open houses, recruitment fairs, and information sessions.
- **Data Management:** Track and analyze recruitment efforts and effectiveness. Maintain accurate records and report on progress. Use data to refine strategies and improve outreach.
- **Continuous Systems Improvement:** Analyze recruitment and enrollment processes to identify areas for improvement. Implement solutions to improve efficiency and effectiveness.
- **System Management:** Manage the application portal and PowerSchool Enrollment. Evaluate enrollment systems for ease of use and recommend process improvements.

Experience Requirements:

- **Mandatory Experience:** 3-5 years of experience in case management, community health, public health, social services, or a related field.
- **Preferred Experience:** Experience working with diverse populations, particularly in underserved communities; experience with healthcare and/or schools is a plus.
- **Skills in Outreach:** Proven ability to engage and communicate effectively with community members and stakeholders.

Skills Requirements:

- **Family-Centered Approach:** Experience and enthusiasm for working with communities in a family-centered manner.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to present information clearly and answer questions effectively.
- **Task Management:** Proficiency in managing multiple tasks, deadlines, and data entry.
- **Adaptability:** Ability to adapt to changing needs and priorities.
- **Goal-Oriented:** Track record of meeting goals and overcoming obstacles.

Preferred Qualifications:

- Experience in community outreach or recruitment.
- Strong relational skills and experience in building diverse relationships.
- Bilingual in Spanish and English preferred.
- Demonstrated cultural competence and humility.

Education Requirements:

- **Minimum Education:** Bachelor's degree in public health or a related field.
- **Certification:** Certification as a Community Health Worker is preferred.

What We Offer

- Competitive salary and benefits package.
- Professional development opportunities.
- A supportive and collaborative work environment.
- The opportunity to make a meaningful impact on students' education and future healthcare careers.

How to Apply:

Interested candidates can apply online on Indeed.com or submit a resume and cover letter to LWilkinson@nursesmc.org with the subject line "Recruitment & Enrollment Manager– [Your Name]."

Application Deadline: October 6, 2024

Additional Information:

Job Type: Full-time

Pay: \$65,000.00 - \$75,000.00 per year

Work Location: Remote/Hybrid, with consistent travel to schools and their communities, approximately 75% of the time. Preference will be given to candidates from the Northeast, particularly Rhode Island and Massachusetts.

EOE Statement:

NursesMC does not engage in discriminatory employment practices based on race, color, religion, sex, disability, age, or national origin, nor in actions to refuse or deny the full and equal enjoyment of goods, facilities, and accommodations available to the public, based on race, color, religion, sex, disability, age, or national origin. As an equal-opportunity employer, diversity, equity, inclusion, and belonging are at the core of who we are. We strive to create a workplace that reflects the communities we serve where everyone feels empowered as we celebrate multiple approaches and points of view. We are committed to maintaining a work and learning environment free from discrimination.
