



Zip Code Wilmington is accepting applications for an **Assistant Recruiter** to join our team.

About Zip Code Wilmington:

[Zip Code Wilmington](#) is the first non-profit software coding training program in Delaware, founded in 2015 with a mission of supporting the economic development of the region by building a diverse and job-ready tech talent pipeline. Now with nearly 700 graduates, we are expanding our capacity to produce entry-level software developers and data engineers across the State of Delaware through our immersive 12-week curriculum which effectively transforms the personal and professional lives of our graduates. Join us!

About the Part-time Position of **Assistant Recruiter**:

The Assistant Recruiter plays a pivotal role in assisting the Candidate Recruiter to increase and encourage student enrollment into the Zip Code Wilmington program by fostering relationships and connecting with community partners and stakeholders in Kent County, Delaware.

This may be a great position for you if you are a person who:

- Likes people and is generally curious about them.
- Appears energetic, warm, and approachable, and is known for having integrity, composure, and tact.
- Takes pride in being reliable and consistent in their communications and work ethic.
- Utilizes online platforms with ease and enjoys being at in-person events like career fairs, workforce conferences, educational events, and community events.
- Develops and maintains strong professional relationships and can engage diverse audiences.
- Makes meaningful professional connections through great written and verbal communication skills.
- Has a sense of humor, optimistic nature, and a natural talent for bringing out the best in people.

Job Type:

- Full-Time; Non-exempt; Remote
- Salary Range: \$25/hour

Education and Experience:

- 1+ year of work experience in student recruiting or any other customer service roles (Required)
- You should be familiar with Kent County businesses, educational institutions, and workforce programs, or possess a willingness to learn and meet new people (Required)

Other Position Requirements:

- US Citizen or lawful permanent resident alien
- Able to work remotely and independently, as well as under the direction of the Candidate Recruiter
- Strong reporting, organizational, and time management skills

Logistics / Admin:

- Reports to: Executive Director and is supervised by the Candidate Recruiter
- Location: Remote work in Kent County, Delaware
- Travel: Expected to be out and about *in Kent County* around 70% of the time for meetings with candidates, potential employers, and friends of Zip Code Wilmington

Technology:

- Google Suite (Gmail, Google Calendars, Google Docs, Google Sheets, and Google Pages)
- Slack and Zoom



Physical Requirements:

- Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation. Duties do not require arduous exertion but may at times involve lifting, carrying, prolonged standing, walking, pushing, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 25 pounds.

Additional Details:

- Employment is subject to background investigation and demonstration of eligibility to work in the US.
- ***Zip Code Wilmington, Inc., an educational institution with its principal place of business in Wilmington, Delaware, does not discriminate in human relations practices, student admissions, vendor selection or in any other manner of operation on the basis of race, creed, national origin, gender or sexual orientation or other characteristic protected under federal, state law or local law.***
- We welcome diversity and highly encourage applications from people of color and people with convictions. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law. Learn more at zipcodewilmington.com.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.