

LLS Telerecruiter Position (Wichita, KS)

Reply to: job-nqdyn-1259814029@craigslist.org (Filters when clicking to email)

Date: 2009-07-08, 1:57PM CDT

Pennies for Patients Telerecruiter
The Leukemia & Lymphoma Society
Kansas Chapter
Wichita, KS

Seeking an energetic individual to join our Pennies for Patients recruitment team. Make a difference in the fight against cancer by recruiting Kansas schools to participate in The Leukemia & Lymphoma Society's Pennies for Patients program. Pennies for Patients is a value-building program for elementary and secondary schools where students collect money starting with their own spare change and then pool it with their classmates.

Duties & Responsibilities

- Call each school on your assigned Excel list to determine the correct contact person at each school.
- Present the program to the contact person and send them information (email, fax or mail) if they are interested.
- Follow up with the contact person within one week and register the school over the phone if they are interested.
- Maintain accurate notes about school status and callbacks.
- Make timely callbacks until you get a yes or no answer.
- Customize recruitment materials and/or suggest creative ideas for getting more schools involved.
- Attend and participate in weekly goal setting meetings on Fridays.

Qualifications

- Excellent communication skills
- Clear, concise, speaking voice and social skills
- Seeking mature, team and mission oriented professional
- Self-motivated and conscientious individual
- Ability to multi-task
- Eager to learn
- Good computer skills in Outlook, Word and Excel is required

Schedule

August 2009 – December 2009
Monday-Friday, flexible schedule of 18.5 hours per week
Unpaid holidays include Thanksgiving (Nov. 23-27) & Winter Break (Dec. 21-Jan.4)
If the USD259 schools are NOT in session, you will get the day off!
LLS - EOE

Application Deadline

Please mail us your resume by Friday, July 17, 2009:
The Leukemia & Lymphoma Society
Kansas Chapter
Attn: Pennies / Campaign Coordinator
300 N. Main, Ste 300
Wichita, KS 67202
Fax: (316) 266-4960
Phone: 316) 266-4050

- Location: Wichita, KS
- Compensation: \$11.00 p/h
- This is a part-time job.
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!