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Canada

Role: Fellow Recruitment Coordinator

Location: Toronto, Canada (Engineers Without Borders National Office)

Application Deadline: July 9, 2017

Start Date: Early August 2017

Seeking a meticulous and highly-motivated recruiter to grow and support EWB's outstanding community of Fellows.

Engineers Without Borders unlocks human potential in sub-Saharan Africa by investing in forward-thinking social enterprises. We support local innovators to accelerate their impact and apply their innovations on a global scale, to the benefit of millions. In Canada, we unlock human potential by fostering a community of leaders—supporting a network of established thought leaders while developing the next generation of pioneers.

The Opportunity

Every year, EWB supports 100+ Fellows in Canada and sub-Saharan Africa through three programs: our flagship year-long Fellowship for skilled professionals, a summer program for university chapter members, and the Kumvana Fellowship for African social entrepreneurs.

Working with EWB's Fellowships Team, you will take our EWB Fellowships to the next level in two ways:

- Identifying and recruiting diverse talent to join our international community of systems change leaders; and
- Bringing excellence and efficiency to our logistical processes.

This opportunity is about creative execution. You will be pivotal in contributing to the team's immediate needs and long-term vision. As **Fellow Recruitment Coordinator**, you will work with the Fellowships Team to answer the following questions:

- How can we ensure diversity among our Fellow cohorts?
- How can we build recruitment systems that enable us to scale our ability to recruit and onboard more Fellows each year?
- How can we better screen for skills and personality traits that will allow us to make the best matches possible for our Ventures and partner organizations?
- How can we better communicate our Fellowships programs to a variety of internal and external stakeholders?
- How can we recruit highly skilled African nationals for our expanding programs?

Responsibilities

As Fellow Recruitment Coordinator, you will:

- Lead EWB's Fellow recruitment and onboarding processes. This will involve:



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- Developing Fellowship communications materials for a variety of internal and external audiences
- Advertising EWB Fellowship opportunities, including working with partner organizations to develop job descriptions, managing online postings and attending employer networking events
- Coordinating interview processes, including screening candidates, conducting interviews and liaising between candidates and ventures to place Fellows
- Working with the Fellowships team to design and implement improved recruitment strategies, including reaching new candidate pools to increase the quality, quantity and diversity of candidates who apply for Fellowship opportunities
- Manage administrative and logistical support to all Fellows once hired. This involves:
 - Managing the onboarding process of new Fellows, including contracts, visas, flights and insurance
 - Providing ongoing logistical support to EWB Fellows and the Fellowship team, including answering Fellows' questions, renewing contracts, booking flights, and responding to logistical emergencies
 - Managing and refining existing systems (Salesforce, DocuSign, among others) that automate administrative processes, and building on these systems to improve efficiencies
- Provide administrative and logistics support to the Fellowships team, including:
 - Booking training spaces, contacting facilitators and procuring training materials for Fellows' training and other Fellowship team events
 - Booking Fellowships Team travel
- Participate in team planning and strategic conversations, represent the Fellowships Team on cross-team committees, and assist in the development of improved personal/professional support systems for Fellows in their placements

Who You Are

You are a do-er. You thrive on getting things done, executing tasks seamlessly and independently. You are highly organized, meticulous and excited to build systems that make the Fellowship Team's work increasingly efficient. You strive for perfection, but are comfortable working in a complex environment and adapting as you go. You are excited by challenges, you are a people-person, and you thrive in collaborative environments.

You are as comfortable in conversation as you are behind the computer. You love engaging in conversations to get to the bottom of someone's strengths and passions. You are a partnerships builder and you easily connect the dots between talent and need.



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You value diversity and you go out of your way to make it a priority. You have creative ideas for finding and interviewing talent, and are eager to match the best leaders to great opportunities.

The ideal candidate would also have the following qualifications:

- **Bachelor's degree in a related field required**
- **Experience working in a non-profit, social enterprise or international development organization**
- **Excellent interviewing and communication skills – experiencing running recruitment or hiring process highly valued**
- **Experience in logistics and administration**
- **Experience working with passionate individuals that seek purpose-driven work**
- **Experience with EWB an asset – we are especially excited about the possibility of hiring an EWB community member or former fellow into this role**
- **Proficiency in French an asset**
- **Those who identify as part of the African diaspora are highly encouraged to apply**

PLEASE NOTE: you must be a Canadian citizen or permanent resident in order to be considered.

Compensation

Salary will be comparable to similar entry-level or early-career roles within the nonprofit sector. Each employee has a professional development fund as well as many opportunities for professional growth. All employees are provided with a comprehensive health/dental benefits package and 3 weeks of vacation.

Application Process

Please apply using the “apply now” link at ewb.ca. Make sure to submit your CV and a cover letter that tells us why you’re excited about this position specifically and why you’re the best person for the role.

We thank all applicants for their interest but only short-listed applicants will be contacted.

EWB is an equal opportunity employer and we value the diversity of people and communities. We are committed to an environment that is inclusive and barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodations.