



**Position Title:** Community Mentor Recruiter (CMR)

**FLSA STATUS:** Hourly, Non-Exempt

Full-Time | Flexible Schedule | Field + Office Work

Compensation: \$45,000-\$55,000 inclusive of base pay plus competitive bonus structure

### **Ready to Make a Difference?**

Be the First Connection to Something Big. At Big Brothers Big Sisters of San Diego County, we are dedicated to igniting the power and promise of youth through mentorship. As a **Community Mentor Recruiter**, you will be a brand ambassador and steward of the BBBS mission. The CMR is an innovative role within the BBBS SDC team, intended to facilitate a pipeline of Bigs, support an exceptional experience of becoming a Big, and share the reward of being a mentor.

### **What we offer:**

- Rewarding, mission-driven work that makes a real impact in your community
- Ability to earn a monthly bonus
- Medical, dental, and vision insurance
- Paid sick leave, vacation, and 12 paid holidays
- 403(b) retirement plan with employer match
- Life and AD&D insurance at no cost to you
- Flexible spending accounts for health and dependent care
- Mileage reimbursement for work-related travel
- Business casual dress code and a supportive, inclusive culture
- You'll never be alone in the work; we lift each other up.

### **Make a Big Impact:**

- **Ignite the Movement:** Represent BBBS SD at events, community meetups, local coffee shops, group meet ups, community events, and anywhere potential Bigs might be. Be a positive representation of the brand.
- **Drive Recruitment:** Find, engage, and inspire men to become mentors – whether through presentations, networking, social media, or 1:1 conversations. Lead our regularly scheduled Big Info Session presentations for incoming volunteers.
- **Follow Up Like a Pro:** Manage and track leads in Matchforce (our Salesforce system), process Big applications including Live Scan fingerprinting, and ensure smooth onboarding with our Enrollment Team.



- **Own the Experience:** Provide top-tier customer service to potential Bigs and community partners from the first handshake to onboarding to their Enrollment Specialist.
- **Make Data Work for You:** Pull reports, track your recruitment progress, and celebrate your wins.
- **Collaborate & Elevate:** Team up with Enrollment, Development, and Program departments to hit shared goals and keep the mission moving and support agency events. Assist with match activities and ticket distribution as needed.
- **Show Up & Shine:** Network, build rapport and positive relationships with all internal and external customers and partners to recruit and retain contacts and grow partnership opportunities, including, local businesses, association memberships, corporate partner and agency events, local chambers, diversity focused affinity groups, etc.

#### Who You Are:

- A **natural connector** who loves building relationships and has a passion for helping people.
- A **proven collaborator** who works well across departments to reach shared goals and support the bigger picture.
- A **self-starter** who thrives in fast-paced, flexible environments.
- Confident speaking in front of a crowd *and* chatting 1-on-1.
- Tech-savvy with tools like Salesforce, Canva, and spreadsheets.
- **Bilingual in Spanish? Even better.**
- Weekend and evening availability? That's key – many of our best events happen then!

#### Minimum Qualifications:

- No minimum education requirement.
- 1–2 years of customer service, sales, recruiting, or marketing experience.
- Experience with nonprofits or volunteer engagement is a bonus.
- Bachelor's degree in communications, marketing, or a related field preferred.
- Must have reliable transportation for community meetings and events across San Diego County.

#### The Details:



- **Work Environment:** Field + Office, Local Travel, Half-day Fridays
- **Physical Requirements:** Sit and work on a computer for extended periods
- **Schedule:** Flexibility required, including some evenings and weekends

**This isn't just a job. It's a movement. Are you in?**

**Send your cover letter and resume to [katiej@sdbigs.org](mailto:katiej@sdbigs.org)**

**WORK ENVIRONMENT:**

Routine office environment

Local travel required

**PHYSICAL DEMANDS:**

Ability to sit for long periods of time. Ability to work effectively using a personal computer for long periods of time.

***The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change at any time to meet the needs of the organization.***