



GOVERNMENT OF BERMUDA
Ministry of Social Development and Sports

The Mirrors Programme



ENROLMENT/RECRUITMENT MANAGER

The Mirrors Programme requires the services of an experienced **Enrolment/Recruitment Manager** to provide a range of services as relates to the enrollment of youth participants and adult volunteers for participation in the programme. The successful applicant will manage and maintain the enrolment process and databases for both youth and volunteers as dictated by programming targets and also represent the programme to the community.

Requirements:

- Strong computer skills, including Microsoft Office (Word, Excel, Outlook), social media and mass mail distribution tools.
- Excellent interpersonal skills to interact professionally with donors, parents, potential volunteers, potential participants and staff in person, in writing and via telephone.
- Must be a self-starter with proven ability to operate successfully in a confidential environment.
- Able to translate feedback into tangible actions to produce specific target-based outcomes
- Excellent communication skills, verbal and written, with the ability to present detailed information with accuracy and clarity.
- Ability to be creative and work inside of a flexible structure.
- Must be persistent, organized, dependable, driven and have the ability to work a flexible schedule.

Submit a detailed resume along with two written employment references to mirrors@gov.bm or in writing to The Mirrors Programme, 1st Floor Global House, 43 Church Street, Hamilton HM 12. Background checks will be conducted on short-listed applicants.

Closing date for applications: 5 pm March 31st, 2017.

Transforming our community, one person at a time.