



GOVERNMENT OF BERMUDA

Ministry of Legal Affairs



Commitment Responsibility Integrity Self Expression Possibility

The Mirrors Programme requires the services of an experienced **Recruitment Manager/Lead Facilitator** to provide a range of services to execute Mirrors programming as relates to the enrollment of youth and adult volunteers, training and coaching services. The successful candidate will join the high performing Mirrors facilitator team to deliver the SuperCamp curriculum and other community programming curricula for clients. Overall responsibilities include management of the recruitment process and database management for both youth and volunteers as dictated by programming targets, execute trainings, provide coaching services to clients and represent the programme to the community.

Requirements:

- A Bachelor's Degree in Marketing, Communications, Project Management or Human Services related field or equivalent
- Five years of relevant experience in human services, recruitment and/or sales required together with a Bachelor's degree in Human Services, Marketing, Communications or a related field.
- A coaching designation is preferred, however if one has not been obtained the successful applicant must be willing to pursue one.
- Trainer facilitation skills
- Willing to engage in a rigorous training regime requiring self-study with Quantum Learning Network and other programming needs
- Strong computer skills, including Microsoft Office (Word, Excel, Outlook), social media and mass mail distribution tools.
- Excellent interpersonal skills to interact professionally with public and private sector, 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 professional 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 January 2, 2020