



Opportunity Scholars

Recruitment Specialist

Location: Northern Virginia & Winchester, VA

Compensation: \$21–24/hour (full-time or part-time) + monthly flex allowance for travel and work-related expenses

About Opportunity Scholars

Opportunity Scholars (OS) empowers young adults as they navigate career and technical programs, community college, and university pathways. We provide guidance, coaching, and financial support to help students achieve meaningful education and career goals.

Our programs fund dual enrollment, technical and career classes, and post-secondary education, helping students access the lowest cost pathway to sustainable careers. We serve families from diverse cultural and economic backgrounds.

The Role

We are seeking a Recruitment Specialist to represent Opportunity Scholars at schools, community events, and partner organizations. You will engage with young adults, families, and community partners to share our mission and encourage students to join our programs.

This role is ideal for a highly motivated, outgoing individual who enjoys building relationships, attending events, and making a measurable impact in the community.

Why Join Us

- Make a direct impact by helping students access career and educational pathways.
- Represent a mission-driven organization committed to equity and opportunity.
- Flexible full-time or part-time schedule with support for travel and work-related expenses.
- Opportunities for professional growth and development based on performance.

Key Responsibilities

- Attend events to recruit students into Opportunity Scholars programs.
- Build and maintain relationships with students, families, educators, and community partners.
- Present OS programs and opportunities clearly and compellingly to potential students and their families.

- Track student referrals, follow up with leads, and maintain accurate records in the OS database.
- Collaborate with OS staff to align recruitment efforts with program needs.
- Represent Opportunity Scholars professionally at public events, career fairs, and community gatherings.

Qualifications

- Strong interpersonal and communication skills.
- Outgoing, energetic, and able to engage effectively with students and families.
- Experience in recruiting, outreach, or student engagement preferred.
- Passion for helping young adults access education and career opportunities.
- Ability to work independently and as part of a team.
- Reliable transportation, cell phone service, and high-speed internet.

How to Apply

Please submit your resume and a brief cover letter to kari@OpportunityScholars.org. Include the subject line: *Recruitment Specialist – [Your Name]*.

Applications will be reviewed by our hiring team on a rolling basis until the position is filled.