



Opportunity Profile

**RECRUITMENT SPECIALIST**

**EAST  WEST**



# ABOUT EAST-WEST

## Our Vision

The vision of East-West is to glorify God by multiplying followers of Jesus in the spiritually darkest areas of the world.

## Our Mission

The mission of East-West is to mobilize the Body of Christ to evangelize the lost and equip local believers to multiply disciples and churches among the unreached.

## Our Story

East-West began because two men saw a need for the gospel in unreached and restricted access areas of the world.

In an act of bold obedience to Christ's command to go and make disciples of all nations, John Maisel and Bud Toole launched East-West in 1993. What informally started behind the Iron Curtain in the 1980s became a missions organization with a zeal for empowering national pastors and local believers to transform their communities by making disciples and multiplying churches.

Our passion for Jesus, grace, spiritually dark places, and bold action is the heartbeat that continues to sustain our ministry as we rely on God to use us to reach the unreached. Today, our organization is made up of thousands of believers from around the world who are committed to starting church planting movements in more than 70 spiritually dark nations.

## ABOUT THE POSITION

**Are you passionate about connecting talented individuals with a global mission?**

As a Recruitment Specialist at East-West, you'll play a crucial role in finding and nurturing top-tier talent to support our organization's mission. You'll utilize innovative recruiting strategies, conduct in-depth interviews, and build strong relationships with potential candidates for both overseas and stateside missionary roles, and operational and development support roles.

Key Responsibilities:

- **Talent Sourcing:** Proactively identify and attract qualified candidates through various channels.
- **Interviewing:** Conduct in-person and virtual interviews to assess candidate fit and potential.
- **Candidate Experience:** Provide a positive and informative experience for all candidates.
- **Collaboration:** Work closely with hiring managers to understand their needs and fill open positions.

*A detailed job description will be shared during the application process.*



# A DAY IN THE LIFE

## Screening and Interviewing:

- Guide hiring managers
- Screen resumes and applications
- Conduct phone and in-person interviews
- Administer assessments
- Perform reference checks
- Send rejection notifications
- Network with top talent
- Conduct informational interviews
- Ensure positive candidate experience
- Maintain records in CRM, ATS, and Google Drive
- Manage job listings

## Recruitment:

- Develop and execute recruitment strategies
- Collaborate on recruitment events
- Attend recruiting events
- Source candidates through various channels
- Utilize job boards and software
- Stay updated on recruitment trends

## Mission Coaching and Lead Follow-Up:

- Conduct exploratory calls
- Cultivate relationships through various channels
- Track data in Salesforce
- Participate in spiritual formation activities

## Other Duties:

- Perform other tasks as assigned



# EDUCATION & EXPERIENCE

- BA degree or equivalent experience within discipline, highly preferred
- 2-3 years minimum experience working in a similar role, preferred
- 2-3 years of ministry/nonprofit experience, preferred
- Uphold a close and growing relationship with Jesus Christ

# SKILLS & ABILITIES

- Ability to travel overseas and across the US
- Strong passion for and involvement in Great Commission work
- Flexibility, focus, and a strong work ethic are essential
- Excellent organizational and time management skills, including proficiency in evaluating and prioritizing issues
- Ability to follow through and juggle multiple tasks and projects
- Conscientious and detailed
- Ability to take initiative within the scope of job duties
- Solid judgment and decision-making skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills, ability to handle sensitive situations with confidentiality, poise, and tact
- Ability to be respectful and discerning of confidentiality and privacy
- Ability to work well with others in a team environment
- Ability to work well under pressure and against deadlines
- Ability to utilize Google Workspace
- Willingness to pursue a healthy work-life balance





## THE APPLICATION PROCESS

The application process includes the following steps:

1. Application and resume submission
2. Interview with the East-West Recruiting Team
3. Application
4. Interviews with the hiring team
5. Leadership assessments
6. Reference checks
7. Offer letter
8. Background and credit check
9. East-West new employee onboarding

## NEXT STEPS

Visit [www.eastwest.org/operations/](http://www.eastwest.org/operations/) to learn more about the position and to start your application.