



# RECRUITING & MPD COORDINATOR

## 2024-2025 JOB DESCRIPTION

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**Job Title:** Recruiting & MPD Coordinator  
**Department:** National Office  
**Reports To:** Primarily to Director of National Recruiting, secondarily to Director of MPD  
**Status:** MPD, salaried, FLSA non-exempt

### The Opportunity

The Recruiting & MPD Coordinator will be responsible for coordinating the admission process through creation, execution and maintenance of various roles including Missionaries and Interns. This role will also provide MPD coaching, resources and training to involved students, incoming and current staff. There is a need for travel (50-60% October and November).

### Recruiting Coordination

- Assist Chapters with planning and strategizing recruiting nights, including pitch materials.
- Own official Recruiting communications to staff and maintain the Recruiting inbox daily.
- Marketing: updating the website, building marketing collateral, collaborating on social media.
- Coordinate the application process (including updating/maintaining materials) for Employed Student Missionaries, summer interns, and full-time Missionaries.
- Establish and maintain relationships with candidates through the application process, acting as the candidate's main contact from the application point onwards.
- Conduct and/or coordinate phone follow-ups, interviews, Regional/Chapter visits, etc.
- Recruit, train, and coordinate mission staff regarding recruiting efforts and materials.

- Serve in mission training environments throughout the year to assist with MPD and recruiting responsibilities, especially BOOST, LAUNCH, and Intern Week at summer training.
- Assist in the missionary onboarding and offboarding processes.

## MPD Coordination

- Assist in the creation of MPD training materials/content.
- Provide MPD coaching to staff.
- Assist in the recruitment of the team of MPD Coaches.
- Assist with other MPD team efforts.

## Personal MPD

- Reach and maintain MPD vision driven goal.
- Cultivate support team during the year through regular communication.

Please submit your resume and cover letter to Lenore Strandt at [lenore.strandt@spo.org](mailto:lenore.strandt@spo.org)

## The Team

You will be a member of the National office and work primarily with the national recruiting team and national MPD team. Your supervisor will be the Director of Recruiting, and you will work closely alongside the MPD & Recruiting Coordinator. You will also collaborate at times with other departments in the national office (e.g., HR, Mission Support, marketing, MPD, etc.) Your role involves communicating frequently with numerous internal and external contacts, including staff, donors, and students.

## Candidate Profile

### Required Qualifications

- Bachelor's degree or equivalent experience
- Excellent relational skills
- Strong written and verbal communication

- Strong organizational skills with attention to detail
- Dependable, flexible, and proactive
- Maintains confidentiality and professionalism
- Proficient in Microsoft Office
- Ability to read, write, and speak English fluently is essential
- Committed to the work of evangelization, discipleship, and living in accordance with the mission and teaching of the Catholic Church

### **Additional Qualifications**

- Education or training in business, administration, or communications
- Prior experience with SPO is preferred
- Prior experience with mission partner development/fundraising

## **About SPO**

Saint Paul's Outreach (SPO) is an exciting national nonprofit that fulfills a crucial need to support and build a more robust Catholic life on America's college campuses and cities. Since 1985, SPO has been working with college students and young adults from across the country.

SPO's model is simple but effective. SPO Missionaries are trained and sent to campuses around the country where they dedicate their time as leaders of the Catholic life on campus and within student SPO Households. Missionaries cultivate relationships with students, inviting them to learn more and go deeper into the Catholic faith.

By inviting students to live with our missionaries in SPO Households, we form small communities of dedicated Catholic young people who encourage each other in their faith. SPO Households provide a

comprehensive, round-the-clock Catholic lifestyle through which young adults receive the encouragement of an ardent Catholic community and emerge stronger and more confident in their faith. Many of the young people who participate in SPO not only grow in their faith and remain serious Catholics after college, but go on to evangelize their peers in every walk of life, including many who go on to full-time service to the Church as priests, religious, SPO Missionaries, or other ministry professions.

With up to 90% of young Catholics falling away from their faith during their college and young adult years, SPO is needed more than ever. With a proven approach that reaches thousands of students annually, SPO is working to reverse this trend. We know that in order to establish a way of life that will be sustained beyond college and young adulthood, comprehensive solutions are necessary. SPO has seen tremendous growth in recent years. Currently, we have waitlists for a number of households and new campuses nationwide are requesting an SPO presence. SPO is a nonprofit corporation with 501(c)(3) status, governed by a Board of Directors under the ecclesiastical vigilance of the Archbishop of St. Paul and Minneapolis.

Visit us at [www.SPO.org](http://www.SPO.org) for more information.