

Recruitment Coordinator

Summary:

The Recruitment Coordinator is responsible for recruiting individual event participants for the *IG Wealth Management Walk for Alzheimer's* as well as providing support to past participants where needed.

Responsibilities:

- Work with Committee Chair to plan successful recruitment strategy
- Attend committee planning meetings as needed
- Work closely with volunteer group to follow-up with past participants
- Work closely with Teams Coordinator to identify and recruit potential teams

Skills required:

- Excellent interpersonal and communication skills, both written and verbal
- Ability to recruit and motivate potential participants
- Ability to work independently and as part of a team
- Organized and able to meet deadlines
- Familiarly with the Microsoft Office Suite and access to a computer and email