



JOB DESCRIPTION

Recruitment and Placement Specialist

START: November 16, 2026

LOCATION: The primary location of work will be performed in Lancaster, PA at Hub 450.

AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):

The Recruitment and Placement Specialist functions with authority from the EMM HR Director.

RESOURCES FOR THE JOB

Resources delegated to the Recruitment and Placement Specialist include:

1. Personal compensation and benefits package: FTE: 100%
2. Budgeted amounts from the Corporate Recruitment budget for recruitment needs and events.

LIMITATIONS OF AUTHORITY

The limitations of authority for the Recruitment and Placement Specialist are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. CAO employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the Recruitment and Placement Specialist position (departmental budget limitations)

RESPONSIBILITY (OVERVIEW)

The primary responsibility of the Recruitment and Placement Specialist is to serve as a recruiter and mobilizer and to coordinate the placement of applicants in conjunction with the Regional Representatives. Opportunities to innovate and help in sending long-term and short-term overseas workers, as well as training and orientation of new workers. This position helps to build supportive relationships.

AREAS OF RESPONSIBILITY E (see key at bottom of document)

This position will work primarily with youth, young adults, the EMM constituency and partners to initiate mobilization/recruitment through relational and inspirational means for both short and long-term workers.

**EASTERN MENNONITE MISSIONS (717)
898-2251**

The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

KEY

E = Essential functions — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

O = Other functions — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

Recruitment

1. To actively initiate, participate in recruitment and mobilization of workers through listening dialogue, passionate vision sharing, and discernment with individuals. E
2. Developing strong relationships with those considering an EMM mission assignment. E
3. Take ownership of the candidate experience. E
4. To assist in development and implementation of training. E
5. Work in planning and creative recruitment with the HR team. E
6. Serve through leading on the Corporate Recruitment Team which leads out in developing and maintaining recruitment for short term and long term opportunities in EMM. E
7. Lead the Recruitment and Implementation Cluster. E
8. Passion and ability to represent EMM and recruit online and in person in public events such as church services, youth groups, and school events. E
9. Commitment to working in respectful personal accountability with local churches leaders for collaboration, visioning, and partnership. E
10. Take initiative in finding opportunities to represent EMM within local high schools and supporting churches, and with other mission groups both within and outside the Mennonite Church. E
 - a. Passion and ability to represent EMM and recruit in Sunday School classes, seminars, worship services, district leadership groups, and other public events among our constituency. E
11. Coordinate and be involved where possible in representing EMM at recruitment events. i.e. college, mission conferences, congregations, etc. E
12. Stay in touch with the cultural context and social networking. Know how to leverage social media for connection with today's youth. E
13. Exposure trips for the purpose of recruitment. O
14. Assist the HR Director:
 - a. Assist the HR Director in assessing and improving organizational mobilization and recruitment strategies and implement these strategies. E
 - b. To create and refine networking for effective recruitment in partnership with the Corporate Recruitment Team. E

Personnel Processing E

1. Receive and initiate requests for all short term and long term workers.
2. Conduct interviews and coordinate correspondence with all applicants.
3. Coordinate approval and personnel placement in partnership with Mission Team for all participants.
4. Work with Regional Representative and Strategic Coach to finalize outreach location based on applicant's skills and interests to determine assignment dates.
5. Work with Mission Team staff to guide placement of international applicants, especially those for whom Spanish is the first language.

Other

1. Be available to travel to outreach locations. O
2. Participate in well-being and crisis response care as needed. E
3. Assist with training and debriefing as needed. E

EXPECTATIONS OF RESPONSIBILITY

The expectations of the responsibility of the Recruitment and Placement Specialist are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The Recruitment and Placement Specialist is expected to display the organizational values expressed in *Christ's Transforming Love* of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

A. MINISTRY COMMITMENTS

- Knows and loves the Lord, is nurtured by The Word, loves the church and people, and is committed to the following of Jesus and the Father's voice understanding there is a kingdom which goes beyond national boundaries. E
- Attend chapel regularly. E
- Ability to pray with candidates and help in spiritual discernment. Provide Jesus-centered devotionals and teachings. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days. E

B. CHURCH AFFILIATION

- Is an active member in a Christ-centered, mission-minded congregation, with a preference for Anabaptist communities. E

C. ATTENDANCE AT EVENTS

- All staff who are 50% FTE or more will complete the EMM Launch modules and Launch intensive within the first two years of being hired. E
- This position is expected to attend EMM corporate events and at least one session of the Lancaster Mennonite Conference Assembly. E

D. TRAVEL

- Travel for the purpose of recruitment. E
 - This person needs the ability to travel domestically and internationally.
 - There may be domestic travel with the EMM president.
- This position requires a current driver's license and a good driving record. E

E. PHYSICAL

- Has physical well-being and abilities appropriate to this job description. E
- This person should be able to lift and transport 50 pounds for short distances. E
- Sight and hearing. E

F. ENVIRONMENT

- Work will require regular and extensive travel to meet with constituent groups within Lancaster County and beyond. This will include sustained interaction with EMM constituent congregations and other North American partners.

- A standard work week consists of 40 hours
- Events, travel, and networking will require a flexible schedule with frequent weekend hours. E

ACCOUNTABILITY

A. SUPERVISION/ACCOUNTABILITY

- The Recruitment and Placement Specialist will be supervised by and accountable to the Human Resources Director for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Human Resources Director is accountable to the Recruitment and Placement Specialist for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the Recruitment and Placement Specialist's responsibility.
- The Recruitment and Placement Specialist will supervise the Human Resources Administrator

B. WORKING RELATIONSHIPS

- To work harmoniously and cooperatively with other teams at the Lancaster office and with global regional representatives. This person will be part of the Human Resource Team and will be working with the:
 - Missionary Support Team coach
 - Corporate recruitment team
 - Mission team
 - Regional Representatives
 - other EMM teams
 - supporting congregations

QUALIFICATIONS

A. JOB EXPERIENCE

- This position requires two to five years of experience in recruiting and mobilizing. E

B. EDUCATION

- This position requires a bachelor's degree. E

C. LANGUAGE SKILLS

- This position requires fluency in speaking, writing, and reading English. E
- This position requires fluency in speaking, writing, and reading Spanish. E

D. CROSS-CULTURAL EXPERIENCE

- The position requires that the person has lived one or more consecutive years overseas. E
- Experience in a Latino culture. O

E. PERSONALITY AND PERSONAL STRENGTHS

This person should be:

- be detail oriented. O
- be outgoing and relational. E

- be a good public communicator. E
- be sensitive and/or diplomatic in communication. E
- have a high capacity to develop and articulate vision. E
- have the ability to develop strategy and release others to care for details and implementation. E
- have the ability to understand and the willingness to flow with strategy developed by others. E
- be skilled in both listening (drawing others out) & expression (sharing personal perspectives) for collaboration. E
- have the ability to assess and respond appropriately to situations of conflict. E

F. OTHER

- Possesses, or is willing to acquire a level of missiological training appropriate to this job description. E
- Ability to network with others for the purpose of encouraging people into missions. E
- Social media literate. E
- Strong interest and understanding of personality traits. O
- Passion and proven gifting in recruitment. E
- Ability to communicate effectively, both orally and in writing. E
- Demonstrated ability to establish effective and cooperative working relationships built on trust. E
- Ability to manage a wide range of relationships with a variety of stakeholders. E
- Whole-hearted embrace and passion of EMM core commitments and vision, relational and strategic priorities, and a Biblical theology of mission. E
- Affirmation of *1995 Confession of Faith in a Mennonite Perspective*. E