



Job Description

Job Title: Admissions Coordinator
FLSA Status: Full-time/Exempt
Department: Program
Reports To: Director of Member Engagement
Location: Rung St. Louis
Schedule: Varies; will include evenings and weekends. Regular 9am- 5pm work schedule with occasional evening requirements except during admissions cycles, expect up to 2 evenings a week until 8pm
Salary Range: \$61,000 - \$64,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2024, Rung will focus on career pathways in the technology and advanced manufacturing industries. Rung for Women partners with employers and training providers who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and/or apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 500 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung for Women's model provides a focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ



Position summary: This position is part of the Member Engagement team in the Program department. The Member Engagement team is responsible for managing all aspects of the Member Admissions process and ensuring that members remain engaged and connected during their time in the program.

The Admissions Coordinator serves as the internal process manager for all aspects of the Admissions process, including data management, managing automated systems, coordinating event logistics, and providing excellent customer service to prospective members through the Admissions process. This role also supports the community & engagement functions of the Member Engagement team, including relationship management and support of Member events, as needed. If you excel at managing details and processes, making connections and being attentive to people, and are driven to meet goals and ensure excellence, then this position is for you.

How you'll help Rung achieve our vision: This position engages and informs prospective members about Rung's mission and programming, supports the full admissions and onboarding process, as well as creates meaningful moments and events for member engagement throughout their journey.

What you will do:

Admissions Process Support:

- Manage & execute a wide range of administrative functions of the New Member Admissions Process.
- Manage automated Admissions processes through Rung's critical software platforms, including Salesforce CRM system and other Admissions-specific platforms
- Make data-driven decisions to ensure enrollment goals are met.
- Maintain accurate records, data, and reports documenting the admissions process and progress toward annual goals; review periodically to identify trends, challenges, and areas of improvement.
- Support the development of process-building for the department
- Respond to questions from prospective members and engage them in Rung's program and services.
- Have empathy-lead, honest conversations with candidates who are not eligible or did not meet threshold requirements for the program.
- Review applications (Eligibility, Assessment results, Interview Responses)
- Discern fit with Rung's programming and career tracks, including any accommodation needs or potential barriers.

Event Coordination & Support:

- Support and manage logistics for information sessions, events, and tours for interested women



to learn more about both the offerings and requirements of Rung's program and services.

- Support and manage logistics for new member welcome and onboarding events
- Support and manage logistics for member recognition and other key events.

Represent Rung for Women in the community and at external events, including events focused on the recruitment of prospective members, as needed.

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Relationship-Building and Engagement:

- Ensure excellent service standards, respond to inquiries, and maintain high customer satisfaction.
- Maintain meaningful relationships with current and former members by being purposefully present during key program moments.
- Support strong relationships with prospective Members to attract and retain engagement with Rung for Women.

Collaborate with Stakeholders:

- Effective collaboration with internal and external stakeholders by demonstrating strong communication, open-mindedness, conflict resolution, active listening, emotional intelligence, delegation, understanding a variety of perspectives, managing priorities to achieve Rung for Women's organizational goals.
- Help develop and implement policies and procedures, ensuring that they are in alignment with other teams/department needs
- Collaborate, and build processes for strong collaboration, within the Member Engagement team and across other teams in the organization

What you need to bring us:

- Passion for Rung's vision and mission
- Demonstrated experience in working with individuals from diverse backgrounds
- Strong active listening skills and empathetic, engaging communication style
- Ability to manage a variety of tasks that are dynamic and changing and work at a quick pace
- Detail and Results-oriented
- Experience managing processes toward set goals and outcomes
- Self-confident and willing to take ownership of workflows and results
- Collaborator and team player
- Ability to identify and proactively solve problems effectively
- Proficiency with Microsoft Office products
- Familiarity with CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:



- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to two days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on July 12, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/26339329-c8f9-432a-8f18-142baf460870?type=candidateba>