



Part-Time Student Recruiter

Phoenix Collegiate Academy serves the students of the South Mountain Village area. Our mission is to prepare all students to succeed in college and be leaders in our community. In the 2017-2018 school year we will serve Pre-Kindergarten through 12th grade students. We know that rigorous academics, a structured environment, and high expectations will ensure the students we are serving close the existing achievement gap.

Job Description

Part-Time Student Recruiters are the external face and voice of Phoenix Collegiate Academy to our community. We believe parents make the best choice for their children's education when they know all of their options and our Student Recruiters are critical to parents in our community understanding what Phoenix Collegiate Academy can offer their children. They speak with conviction to what makes PCA unique among all the choices in South Phoenix.

Characteristics and Qualifications

- An understanding of Phoenix Collegiate Academy's mission and unwavering commitment to fulfill it no matter what it takes.
- A belief that all students can achieve at high academic levels regardless of demographics or background.
- A high level of personal integrity, professionalism and drive to continuously improve.
- Being bilingual (Spanish) is required.
- Possessing a cell phone and be able to use its data while canvassing.
- Having access to transportation.
- Possessing a strong sense of perseverance and a desire to network with stakeholders in the South Phoenix community.
- Ability to spend prolonged periods of time standing and walking.

Responsibilities

- Canvassing door-to-door in South Phoenix knocking on doors and talking to families about the opportunities available to their children at Phoenix Collegiate Academy.
- Entering canvassing data into a mobile application device.
- Distributing flyers in neighborhoods and South Phoenix gathering locations such as grocery stores, libraries and community centers.