

Instructions to Modify the TerraCorps Member Position Announcement

Hello New TerraCorps Service Site,

The first step in member recruitment is for you to craft position descriptions for each Member you plan to host. We have provided coordinator-specific templates for you to modify using the directions below. Once you have completed your description, return to TerraCorps for review. **Remember to refer back to the Member projects you proposed in your Service Site Application as you complete this process.

Directions:

- 1) Download the position description template from the website based on the coordinator position you plan to host.
** If you plan to host a Member in a split coordinator position, please reach out to Hanna (hmogensen@terracorps.org) directly and she can provide a modified template.
- 2) Rename the document, replacing "Service Site" with your organization's name.
- 3) Open the document, replace the Mount Grace logo with your logo at the top of p.1.
- 4) **Update all information in red for your position type:** including information about your organization, one or more short descriptions of project ideas, three desired qualifications, and your contact information. **Change color to black when done.**
- 5) Send us your completed position description(s) and reach out if you have any questions.

Please email final draft(s) of member positions to us at admin@terracorps.org. TC staff will review your descriptions and return to you to begin posting.

Bring any questions you have about this process to the Supervisor Recruitment Webinar, or get in touch with a TerraCorps Staff Member directly. Member Position Descriptions will be reviewed on a rolling basis as they are received. Once finalized, Service Sites and TerraCorps staff will post announcements and share with partners/organizations/job boards, etc. TerraCorps will provide Service Sites with general recruitment announcements that can be used for outreach.

All the best,
Hanna

Pronouns: [she/her/hers](#)

CHIEF PROGRAM OFFICER

978-364-9770 x2

116 JOHN ST. #405

LOWELL, MA 01852

TERRACORPS.ORG

