



BE HEARD.
GET RESULTS.

J. Powers
RECRUITING, INC.

A member of the Sanford Rose Associates® network of offices.

Presenting on behalf of:

J Powers Recruiting, Inc.

Sacramento, CA

Position:

DoD SkillBridge Program Internship - Remote

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DoD SkillBridge Program Internship - Remote

With world-class training and full support, this is the perfect position to get started in the world of executive search!

We are offering our *transitioning military* an awesome opportunity to learn remotely or onsite, prepare, and succeed in your military transition. We want you to join our ranks for up to 180 days prior to your "FINAL OUT" from the military.

Company Information

1. Founded in 2012, [J Powers Recruiting, Inc.](http://www.jpowersinc.com) is a **6-person** executive search firm specializing in Heavy Civil Engineering and Construction
2. Massive amount of support and training: we are part of an amazing Executive Search organization [Sanford Rose Associates](http://www.sanforrose.com) with over 150 offices and 700 networked recruiters
3. [Jennifer Powers](#) is the Owner and one of her passions is to create opportunities for people so they can have the same rewarding career she has had in executive search

They Value and Appreciate their Employees

1. A clear career path to the top (or as far as the person wants to go), with encouragement and training every step of the way
2. Competitive base salary + bonus structure, matching 401k, and health insurance
3. We financially invest in our employees, providing them with the best training in the industry, a comprehensive suite of technology tools, and full collaborative support from the entire team
4. We have FUN contests, and we reward ourselves when we reach milestones for example, we rented a huge house in Lake Tahoe for the weekend, cooked, skied, laughed and sang and really celebrated our success

Your Role with the Company

If you are an organized, energetic self-starter seeking to make a big difference with a small company, we'd love to hear from you! This Military Recruitment Intern will commence their internship with an 8-week training program designed to prepare you to be a 360 recruiter coupled with On-The-Job Training (OJT).

The successful candidate will be assigned to a Team Mentor to assist with ongoing research for all active recruiting projects including making outbound sales development calls.

After completion of J Powers Recruiting, Inc. Academy, the duties of a Military Recruitment Intern are broken down as follows:

1. **Research** - 40% - You will utilize our ATS, LinkedIn, ZoomInfo, and other resources to assist in sourcing qualified candidates and target companies. Continuous Database management (adding companies, updating candidate profiles, scrubbing data, etc.)
2. **Sales Development** - 25% - You will complete training to learn how to execute the duties of a Sales Development Representative. This role is vital to the ongoing development and sustainment of new businesses. You will learn new skills to successfully make business development calls, including how to overcome objections and seek critical information from each call.
3. **Market Mastery** - 25% - You will assist your Team Mentor in identifying new opportunities within the vertical you are assigned. This includes staying up-to-date on the industry is critical in assisting and sourcing potential business development leads.
4. **Recruiting Training** - 10% - You will attend an in-depth facilitated training program hosted by one of the most respected training companies in the industry, Next Level Exchange. This is the same training that our full-time employees complete. Following a schedule of daily videos, quizzes, collaborative questions, role-playing, and script development, NLE facilitates the training of our new hires and interns through daily live webinar sessions with the entirety of each class. These live webinars feature role-playing exercises and help the students in all areas of recruiting including goal setting, time management, and tracking metrics. The facilitated discussions ensure students are absorbing and implementing what they have watched and read. Once completed, graduates of the program possess all of the necessary tools to begin a successful recruiting career.

By the end of your internship, you will harness the skills needed to seamlessly step into a recruiter role and hit the ground running. We will offer an opportunity to interview and join our team and/or take your skills and gain meaningful employment elsewhere with a potential recommendation from the leadership of J Powers Recruiting, Inc.

Qualifications and Skills

- One (1) + year of administrative support experience
- Project management and the ability to juggle multiple projects simultaneously
- A positive attitude and "people skills"
- Tech Savvy: experience using Outlook, LinkedIn, Excel/Word, Teams, etc.
- Malleable: your ability to adapt to our everchanging needs will be critical to success.
- This person should be highly organized with keen attention to detail

Technology and Tools that you will master

1. Microsoft Office & MS Teams
2. Microsoft Excel and Word
3. Applicant Tracking Systems:
 - PCRecruiter (Applicant Tracking System) & PCRecruiter Sequences

- LinkedIn & LinkedIn Recruiter
 - HireEZ
4. Research Tools:
 - ZoomInfo, HireEZ & LinkedIn Recruiter Lite
 5. Calling tools
 - Ring Central
 - Call Logic

For individual internships (contact CSP office for forms):

1. Complete CSP Soldier Participation Memo.
2. Complete Individual Internship Agreement.
3. Complete DA Form 31, Request and Authority for Leave if attending a CSP more than 50 miles from the home station (We are 100% remote or hybrid schedule)
4. Complete any other application materials required by the provider.
5. For additional information, contact your Installation Career Skills Program Office, Transition Assistance Center