



BCAT seeks Recruitment and Placement Manager

Buffalo Center for Arts and Technology (BCAT) is seeking a full-time Recruitment and Placement Manager to play a key role in connecting adult learners to opportunities that transform their lives. This position leads the full recruitment and placement cycle — from identifying prospective students to securing meaningful internship and employment outcomes upon program completion. Balancing internal coordination with external relationship-building, the Recruitment and Placement Manager ensures that BCAT's programs are fully enrolled and that our graduates have strong pathways into the workforce.

This role is both strategic and relational: managing a team, developing systems, and building strong partnerships with employers, recruiters, and community organizations. The Recruitment and Placement Manager collaborates closely with instructional staff, advancement, and community partners to ensure a seamless experience for students from the moment they express interest to the moment they secure employment.

Salary: \$62,000 - \$68,000 / yr

Key Responsibilities:

Student Recruitment and Enrollment Oversight

The Recruitment and Placement Manager leads the student recruitment process with a focus on full-class enrollment for BCAT's adult workforce programs. This includes overseeing the work of Enrollment Coordinators, managing outreach strategies, and ensuring that all recruitment and enrollment activities align with BCAT's mission and enrollment goals. They will design and manage a system for screening prospective students — including enrollment interviews, program onboarding, and orientation. The Manager will ensure that this process is equitable, efficient, and supports students' readiness for success in their selected program.

Internship and Job Placement

This role is responsible for developing and maintaining strong, ongoing relationships with local employers, workforce development partners, and recruiting firms. The Recruitment and Placement Manager will build and grow pipelines for job and internship placement, ensuring that graduates transition smoothly from training into the workforce. They will work closely with instructional staff and students to align skills and goals with employer needs, providing support throughout the placement process. The role also includes maintaining employer records and tracking placement outcomes for continuous improvement and reporting.

Program Completion and Transition Support

The Recruitment and Placement Manager ensures a cohesive experience for students as they move through the full arc of their training. This includes collaborating across departments to track student progress, coordinating with instructors on completion timelines, and preparing students for job readiness through mock interviews, resume support, and employer engagement. The Manager will also analyze trends in student outcomes and employer satisfaction to refine placement strategies and address barriers to employment.

Team Supervision and Cross-Functional Collaboration

This position supervises Enrollment Coordinators and may work in close partnership with Student Success staff and instructional leadership. The Manager will facilitate team meetings, provide coaching and guidance, and ensure consistent execution of recruitment and placement processes across programs. They will also collaborate regularly with advancement, communications, and external affairs staff to promote programs and employer partnerships.

Skills and Qualifications:

- Bachelor's degree in Business, Human Resources, Education, or a related field; or an equivalent combination of education and relevant experience.
- Prior experience in full cycle recruitment, human resources, student recruitment, workforce placement, or relationship management.
- Ability to obtain BPSS Director License

- Strong team management skills and the ability to supervise with clarity, empathy, and accountability.
- Demonstrated success in building partnerships with employers and community-based organizations.
- Excellent communication, interpersonal, and presentation skills.
- Strong organizational and project management abilities with attention to detail.
- Ability to analyze data to inform practice and track outcomes.
- Proficiency with Microsoft Office, Google Workspace, and CRM or student information systems.
- A demonstrated commitment to BCAT's mission and a high comfort level working in a diverse environment.
- Ability to manage multiple priorities and adapt to a dynamic environment with professionalism.

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia\[@\]bufcat.org](mailto:cpuccia[@]bufcat.org). Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Additional Information:

This job description is intended as a general outline of responsibilities and expectations for the Grants Coordinator position. At BCAT, we recognize that organizational needs evolve, and job responsibilities may shift over time. Staff members are encouraged to discuss any questions regarding their job description or duties with their Supervisor.