

East House Careers Frequently Asked Questions (FAQ)



Is the position still open?

We are still accepting applications for positions posted on our website. A position is removed from the website when it is filled or we have received a large number of responses and we are no longer accepting resumes.

What is the best way for me to submit my resume?

We accept resumes via our website, email, fax, or mail. Our preferred method is for candidates to submit their resume through our website or via email to hr@easthouse.org with the title of the position in the subject line of the email. Please submit your resume as a Microsoft Word or Adobe Acrobat document as we are not able to open other types of documents.

What if I don't have a formal resume?

It is best to write a resume or have one done for you, but you can apply without one. You may fill out an employment application at our Administrative Office at 259 Monroe Avenue, Suite 200 Rochester, NY 14607.

There are multiple jobs I am interested in; should I apply for all of them?

Yes. If you see more than one job that you are interested in and qualified for, please indicate in your application materials all of the positions you are interested in applying for. This will help us to better understand the types of roles you are interested in.

I've submitted a resume but have not heard back from you. Should I follow up?

Please do not contact us to check in on the status of your application. We are unable to respond to inquiries regarding the status of our recruiting process. We review each application carefully and will be in contact should we be interested in further information from you. Due to the high volume of applications received, regrettably only individuals selected for an interview will be contacted.

Will submitting duplicate resumes increase my chances of moving forward in the process?

No. Please do not submit duplicate resumes for the same position as this will only slow down the process.

Do you consider applicants from other locations?

Yes, we do. However, we are unable to provide relocation benefits for most of our positions. If you are planning to move to the Rochester area, please note this in your application along with your planned date of arrival.

What happens to my application after I submit it?

Your application will be reviewed by our human resources department in conjunction with the hiring manager. If there is a fit with our current needs, we will contact you to further. Should we decide you are a good fit for the organization, you will be invited in for an in person interview. Unfortunately, due to the high volume of applications received, only individuals selected for an interview will be contacted.

Should I contact the hiring manager directly?

Recruitment is centralized through our human resources office. Please do not email other people from our staff or call our programs directly.

What happens after the interview?

We will contact you as soon as we have made a decision regarding your candidacy. If you are successful, you will be contacted to move forward in the recruitment process (e.g. further interviews, background checks, or reference checks). Should you receive another job offer in the meantime we would be grateful if you would let us know. If you are not selected, we will let you know and keep your resume active for consideration for future opportunities for a period of six months.

Do you have an employee referral program?

Yes. We believe employee referrals are a great way to recruit high quality candidates. If you know someone who currently works at East House, please be sure to include their name in your cover letter or application.