

POSITION: Recruiter

QUALIFICATIONS: BA Degree. Minimum one to two years high-volume recruiting experience required, preferably in human services or non-profit industry. Excellent communication and interpersonal skills, organized and creative. Valid New Jersey Driver's license and a record that is acceptable to The Arc and its insurer.

DESCRIPTION OF DUTIES:

1. Research, analyze and utilize appropriate and cost-effective sources to identify qualified candidates for open positions, and develop and maintain a pool of candidates in advance of need.
2. Stay abreast of organizational goals and objectives as they relate to workforce needs; work in partnership with hiring managers to develop and implement recruiting plans to meet departmental requirements.
3. Conduct periodic follow-up with managers to determine the effectiveness of recruiting plans and implementation. Lead special task force teams to enhance talent and acquisition efforts, as needed.
4. Utilize Internet mechanisms to identify and source candidates including, but not limited to external and internal websites, social media accounts (e.g. Facebook, Twitter, other), and any/all social, academic, and professional networking sites.
5. Cultivate and maintain relationships with area colleges, universities or training or career centers to recruit students and graduates. Represent the agency at job fairs or other events as appropriate.
6. Actively participate in community outreach efforts to identify creative strategies for building and sustaining a strong pipeline of candidates.
7. Screen incoming employment inquiries and resumes of applicants.
8. Conduct interviews of applicants. Arrange and follow up on any applicable second interviews.
9. Conduct reference checks on potential employees and respond to reference requests for past/current employees.
10. Assist with onboarding of new hires.
11. Make recommendations to improve talent acquisition processes or contracts with vendors.
12. Prepare forecasts to project employment needs. Maintain statistics related to hiring, turnover, and other required data.

13. Stay current on new recruiting methods, legislation and other trends related to best practices, and make recommendations for implementation and/or compliance.

14. Complete other duties as needed or as assigned.

Robyn Snow

Director, Human Resources

The Arc of Monmouth

1158 Wayside Rd

Tinton Falls, NJ 07712

Phone: 732 493-1919- ext. 500

Fax: 732 493-0739

www.arcofmonmouth.org