



Volunteer Opportunity – Volunteer (Unpaid Staff) Recruiter

Summary:

The Volunteer (Unpaid Staff) Recruiter is a Program Facilitator level Unpaid Staff position that works as an empowered member of the HR team.

Responsibilities:

- Manage Staff (Paid and Unpaid) recruiting operations, programs, processes and budgets.
- Develop and implement policies, procedures and innovative programs, tools and resources.
- Ensure compliance with internal policies/procedures as well as relevant Federal, State and local regulations/laws.
- Work with Campus Leaders and Program Facilitators and Implementers to create/update job descriptions.
- Coordinate with a Marketing Assistant to post/advertise/track/update open positions to the Fairhill website, internet sites and other media venues.
- Develop and evaluate cost effectiveness sourcing strategies, and explore new sourcing opportunities utilizing best practices, fresh perspective and network of relevant resources.
- Work closely with Finance on budgeted goals and objectives and reporting metrics.
- Maintain staffing and workforce planning reports.
- Build/manage the recruitment forecast and budget.

With the assistance from the Executive Assistant:

- Process and screen incoming resumes and applications;
- Coordinate, schedule and conduct interviews as needed;
- Conduct reference and background checks;
- Manage and coordinate all candidate communication efforts;
- Ensure all pre-engagement screening is complete;
- Provide detailed assessment of candidates and present to program managers;
- Shepherd the selection and placement process, and manage the offer process and administrative components;
- Identify and maintain required files and records for staff openings and candidate selection.

Qualifications:

- A BA/Bs in Human Resources, Business, Life Sciences, or related discipline and/or 5+ years of HR experience with 2+ years of recent recruitment experience.
- Successful experience managing recruiting in a competitive market.
- Human Resources generalist knowledge with solid knowledge of recruitment and employment laws.
- A strong client/customer orientation.
- Experience sourcing recruiting and identifying candidates for specialized positions.
- Proven experience working with a variety of recruiting sources.
- General knowledge of compensation structures, grades, and quartiles and experience formulating offers.
- Demonstrated experience multi-tasking in a fast-paced team environment.
- The ability to treat confidential information with discretion.
- PC proficient with MS Office.

Note: Fairhill Partners has a policy of 100% pre-placement criminal background check for all paid and volunteer positions