

**Recruiter/Talent Acquisition Specialist**  
**Reports to: Human Resources Director**

**Full-time**  
**Salary/Exempt**

The Recruiter partners with hiring managers to determine staffing needs and develop recruiting strategies by using traditional and non-traditional resources; source for both active and passive candidates by conducting searches through sourcing techniques including social media, job posting boards, cold-calling, networking, internet, professional networking sites, job fairs, campus recruiting, etc. This talented individual will lead the full recruitment cycle; identify staffing gaps, source, screen, interview, feedback, hire approval, pre-employment screening, and orientation scheduling. The perfect candidate values Homefront's mission and obtains an authentic passion for providing resources and services to families suffering from homelessness in Mercer County.

**Essential Job Functions**

- Develop and implement effective recruitment and retention strategies to fill open positions within the designated timeframe.
- Seek passive and active candidates, screen resumes, pre-screen candidates, and assign appropriate assessments to provide top-notch candidates to Directors, Managers and Supervisors
- Organize and attend job fairs, campus events and other networking opportunities to widen scope of recruitment
- Coordinate a clear and organized interview process including collection of positive and negative feedback on candidates
- Seek Senior team's approval on hiring manager's requisitions
- Provide frequent communication to hiring managers regarding the status of vacancies
- Update and prioritize approved requests and recruiting tracker in real time
- Collaborate with hiring manager to understand requirements, duties, and qualifications for specific vacancies
- Be the point of contact for hiring managers to anticipate staffing needs and maintain a pool of candidates
- Perform follow-up as appropriate including reference checks, collect evidence of vaccination and degrees, offer letters, and rejection follow-up
- Schedule hires into upcoming new hire orientation
- Collaborate with HR Generalist to complete successful onboarding
- Seek DOL grant opportunities to fit unique candidate statuses
- Maintain and ensure compliance with EEO and related employment laws and regulations
- Step into HR Generalist role when necessary
- Other duties as assigned

**Skills/Competencies**

- Excellent analytical and problem-solving skills
- Independent thinking; develop and implement recruitment best practices
- Proficient in Microsoft Office Suite
- Time Management
- Strong organization with ability to prioritize multiple vacancies
- Ability to establish and maintain tracking systems
- Excellent communication skills, Spanish a plus
- Strong Interpersonal skills
- Thorough understanding of EEO, ADA and related employment laws and guidelines

**Requirements:**

- Bachelors in related field
- Three-years or experience in recruitment or human resources field

**Physical Demands and Work Environment:**

- Operates in an office setting using standard office equipment such as computers, phones, calculators/adding machines, copiers, fax machines, and file cabinets
- Ability to lift and/or move up to 15 lbs
- Possible exposure to current weather conditions
- Local travel may be required

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

*HomeFront, Inc. is an equal opportunity /affirmative action employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*