

*"Assisting family successes through excellence in comprehensive early education and developmental services."*

Job Title: Talent Recruiter		Exempt
Grade Level: G-11	Division: Corporate - HR	Non-Exempt
SALARY: \$51,410.00	Midpoint: \$64,236.00	Maximum: \$77,062.00

### **Minimum Requirements**

- Bachelor's Degree in Human Resource Management, Psychology or Business with a minimum of 3 years experience in a recruiting position, **OR** Associates Degree with a minimum of 5 years experience in a recruiting capacity.
- Excellent communication, public relations, presentation and interpersonal skills required.
- Ability to deliver effective and compelling presentations to groups.
- Must have the ability to adapt to new situations and challenges as well as embrace change and be open to new ideas.
- Must have a sense of urgency and ability to use data to make sound decisions.
- Bilingual (Spanish) preferred, but not required

### **Physical Requirements**

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to frequently walk, stand and sit for extended time periods.
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 30 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able to twist, turn, kneel, bend and stoop.

### **Responsibilities:**

The Talent Recruiter will develop local and statewide recruiting plans while employing traditional sourcing strategies and resources, as well as developing new, creative recruiting ideas. The Talent Recruiter will play a critical role in ensuring we are hiring the best possible talent.

- Develop and execute recruiting plans
- Track, disaggregate and utilize recruitment related data to drive recruiting efforts
- Post vacant jobs using multiple resources to attract & maintain a qualified applicant pool
- Manage the initial application and screening process, ensuring that Child Care Associates is represented as an attractive employer
- Coordinate pre-employment screening and mandatory testing and provide referrals & test results to hiring managers
- Source and screen instructional and staff roles
- Proactively develop a pool of qualified candidates regardless of need
- Develop and implement social media and email campaigns to prospective applicants
- Research and recommend new sources for active and passive candidate recruiting

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- Build networks to find qualified passive candidates
- Utilize internet-based websites and networks for recruitment purposes:
  - Post positions to appropriate internet sources
  - Improve the company website recruiting page to assist in recruiting
  - Develop innovative new ways of using the Internet for recruitment
  - Use social and professional networking sites to identify and source candidates
- Maintain the explicit confidentiality of employees and customers and the integrity of Child Care Associates.
- Other related duties as assigned.

**BENEFITS PACKAGE INCLUDES:**

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 4% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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**ACKNOWLEDGEMENT:**

*My signature below acknowledges that I understand the requirements and expectations for this position.*

Employee (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_