

Reports to: Senior Director, Human Resources

New Hope Community supports people with intellectual and other developmental disabilities with day programs, housing, health services, supported employment, and more. Our staff power the realization of our mission. We seek to build dynamic, healthy people practices that help us meet the needs of the people we serve.

Our Recruiting Specialist plays a crucial role in New Hope's Human Resources department and will directly impact our most valuable resource – our team. We seek a recruiter who will advocate for our mission and culture and who can find the best talent to add to our outstanding team. We serve a diverse group of people, and we seek diversity in our team, too. Our ideal recruiter has command of innovative recruiting techniques and can attract a diverse candidate pool.

Our next Recruiting Specialist will be:

- passionate about discovering wildly talented people and placing them in the perfect position to help them and our organization thrive,
- truly a people person, excited to talk to anyone and everyone about our mission and our team of exceptional people,
- a solver of problems and a crusher of goals – you haven't met a challenge you didn't love, and
- naturally curious, have a strong urge to grow professionally through networking and training, and not afraid to take a few risks for big rewards!

Don't meet every requirement here? New Hope seeks to build a diverse and inclusive workplace that includes people with a variety of lived experiences. If you're excited about this opportunity but don't see an exact match with our criteria, we encourage you to still apply. You could be a great fit for this role or future roles with our organization.

Responsibilities

- Manages the recruitment lifecycle for a variety of open positions, including direct support professionals, specialists, administrative, and management positions.
- Works collaboratively with managers and program directors to fully understand New Hope's hiring needs for each position and meet hiring goals.
- Partners with the entire Human Resources team and Senior Management to refine and implement innovative recruitment strategies to find, hire, and retain quality talent.
- Acts as a guide, advisor, and advocate to hiring managers regarding New Hope's hiring policies and procedures.

- Drafts, maintains, and updates the agency's library of position descriptions.
- Employs data-driven evaluation techniques for New Hope's recruitment efforts to meet organizational goals and drive team success throughout the agency.
- Serves as the primary point of contact for all candidates throughout the recruitment process, keeping them apprised of their application status and providing a highly customized and positive experience.
- Works with the HR team to vet successful candidates and introduce them to the HR team member responsible for onboarding.
- Handles sensitive and personal candidate information with discretion and professionalism.
- Utilizes a wide variety of tools such as job boards, social media networks, and local resources to find talent and execute recruitment plans and strategies.
- Grows and develops relationships with a diverse group of qualified active and passive job seekers to pull from as positions open, reducing talent search and time to hire.
- Continuously grows your network and skills by staying current with industry, sector, and technological trends.

Qualifications

- Bachelor's degrees and 2+ years of experience as a full-cycle recruiter OR High school diploma or GED and 5+ years of experience as a full-cycle recruiter.
- Proficient in recruitment tools and techniques and knowledge of applicant tracking best practices.
- Demonstrated innovative approach to sourcing, attracting, and engaging with candidates.
- Outstanding communication (verbal and written), interpersonal, and decision-making skills.
- Experience using social media platforms (LinkedIn, Twitter, Facebook, TikTok, Instagram, etc.) to attract and engage with talent.
- Proven experience developing and launching effective recruitment campaigns.
- Comfortable conducting interviews using various means (e.g., phone, video, in-person, etc.).
- Ability to travel as needed to local job fairs and recruiting events with flexible hours that may include evenings and weekends.

Preferred Qualifications

- SHRM Talent Acquisition credential
- Experience developing innovative recruitment strategies centered on fostering a diverse candidate pool

Due to the CMS Federal Mandate, all employment opportunities with New Hope Community require applicants to be fully vaccinated for COVID-19 prior to applying. Proof of vaccination status will be required at an applicant's initial interview.