



POSITION TITLE: Human Resources Recruiter and Coordinator

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 2023

SCHEDULE: Part-time, Approximately 24 Hours a Week

The hiring range for this position is \$24.41 to \$28.71.

The complete range for this position is \$24.41 to \$33.02.

Hiring rates are determined by skills, knowledge, experience, and internal equity.

POSITION SUMMARY

The Human Resources (HR) Recruiter and Coordinator position at Linc Housing supports the human resources and recruitment functions with a heavy emphasis on the recruitment aspect. They will be responsible for recruiting strategies to attract a highly qualified talent pool. From sourcing candidates through various channels to managing job board postings, conducting applicant screenings, and coordinating interview schedules, the HR Recruiter and Coordinator will be at the forefront of the recruitment process, ensuring a seamless and positive experience for candidates.

With an eye for talent and a commitment to diversity and inclusion, the Human Resources Recruiter and Coordinator will be instrumental in bringing in the right individuals who align with the organization's values and goals. The role demands strong organizational skills, effective communication, and a thorough understanding of employment laws to ensure compliance throughout the entire hiring journey. As a key player in fostering a thriving workforce, the Human Resources Recruiter and Coordinator will contribute significantly to Linc Housing's continued growth and success.

ESSENTIAL FUNCTIONS

Recruitment

- Partner with Hiring Managers to understand needs and hiring criteria.
- Post job descriptions on internal and external job sites ensuring a diversity of candidates will have access to the posting.
- Source candidates from multiple sources, such as online job boards, social media, local college and university partnerships, and community events.

- Proactively contact and recruit prospective candidates to establish relationships, understand their needs, and qualify them for job opportunities. Provide a positive candidate experience at every opportunity.
- Screen candidates by reviewing resumes and job applications, perform phone screenings, and conduct Zoom and in-person interviews.
- Schedule candidate interviews for hiring managers.
- Represent the organization at job fairs, community events, and other opportunities to interact with candidates and recruit staff.
- Provide weekly recruiting update and metrics for HR meetings.
- In partnership with other HR team members, write offer letters ensuring compensation is aligned to Company' compensation program.
- Manages references and the background review process.
- Facilitate applicant, candidate, and new hire communication to support end-to-end employment processes. Follow-up with all candidates on status of their application.
- Manages Applicant Tracking System (ATS) to ensure documents are completed and processes have been followed. Produces reports from system as required.
- Ensure all screening, selection and hiring is done in accordance with state and federal employment laws.

Human Resources

- Assist with onboarding and new hire paperwork as needed.
- Partners with other HR team members with HR related projects including personnel activities, events, presentations, and reports.
- Handles complex confidential responsibilities such as reviewing incoming documents, conducting research, and preparing reports.
- Updates and maintains electronic personnel files.
- Responds to employee requests in a timely manner.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Human Resources principles and practices.
- Excellent interpersonal skills with good negotiation tactics.
- Strong organizational skills, including the ability to set priorities, manage multiple tasks, organize time, conduct research, identify resources for projects, and track details in a fast-paced, dynamic environment.
- Keen attention to detail. Monitors information for accuracy and quality.
- Manages confidential information appropriately, understands and respects sensitive nature of the information, and undertakes this responsibility with great discretion and care.
- Excellent writing, grammar, and verbal skills.
- Ability to work in a team environment.
- Foresight to anticipate next steps and initiative to take the lead to keep projects moving.
- Proficiency in Microsoft, Word, Excel, and PowerPoint.

EDUCATION & EXPERIENCE

- Minimum of three years' experience in Human Resources.
- Minimum of two years' experience successfully recruiting and sourcing candidates.
- Applicant tracking system experience required.

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here 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.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of the job, the employee is frequently required to sit and use the keyboard.
- Lift up to 10 pounds.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.