

# ***Holy Family Institute***

## ***Human Resources - Recruiter***

**Location:** Flexible

**Reports to:** HR Manager

**Hours:** FT 12 month position – Hours - vary

### **General Statement of Duties:**

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization, specifically for the Journey of Hope Program.

### **Essential Functions:**

- Promotes the Mission and Philosophy of Holy Family Institute.
- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in various recruiting sessions and establishes relationship with area colleges and universities.
- Ensure that confidential information is not discussed with other parties, unless appropriate.
- Attend trainings to broaden knowledge base and increase job-related skills.
- Exhibit leadership/supervisor skills by problem solving, mentoring, providing feedback, and serving as a role model.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.

- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.
- Excellent written and oral communication skills and ability to maintain professionalism in all situations.
- Ability to delegate appropriately while maintaining accountability.

**Minimum Qualifications:**

Bachelor's Degree in Human Resources with 2-4 years of recruitment experience. PHR certification preferrable. A valid PA driver's license and current Act 33/34, FBI clearances are required also.

**Commitment to Diversity:**

Holy Family Institute actively recruits employees from all faiths, backgrounds, and experiences because we believe that a variety of viewpoints can lead to a variety of solutions for the organization and for those we serve. We believe in a workplace where employees feel valued and respected for who they are, and where opinions are welcomed. We believe every employee can play an important role in contributing to our mission of empowering children and families to lead responsible lives and develop healthy relationships built on faith, hope, and love.

EOE