

Holy Family Institute

Human Resources - Recruiter

Reports to: HR Manager

Hours: FT 12 month position – Hours - vary depending on needs of program

MISSION AND NEED Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

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. The recruiter will be responsible for collaborating with all programs to ascertain hiring needs and fill positions accordingly.

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

Essential Functions:

- Promote the Mission and Philosophy of Holy Family Institute.
- Develop, facilitate, and implement all phases of the recruitment process.
- Collaborate with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identify and implement efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Build relationships and create opportunities for events with local colleges and universities
- Provide new strategies to reach diverse candidates
- Create job postings and advertisement processes.
- Screen applications and selects qualified candidates.
- Work with departments to prepare interview questions and other hiring and selection materials.

- Assist with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Work with management to get feedback on candidates
- Builds and maintains an open partnership with management
- Collaborate with the hiring manager and/or other human resource staff during the offer process, start dates, and other pertinent details.
- Attend and participate in various recruiting sessions and establishes relationship with area colleges and universities.
- Has excellent interpersonal skills with good negotiation tactics.
- Proactive and independent with the ability to take initiative.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Review hiring and sourcing processes and brings solutions for improvement to processes

Minimum Qualifications:

Bachelor's Degree with 3+ years of recruitment experience. Master's Degree preferred.
Applicant tracking software experience preferred
A valid PA driver's license and current Act 33/34, FBI clearances required

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer EOE