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## Talent Acquisition Coordinator

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

The talent acquisition coordinator is responsible for sourcing, screening, and recommending candidates for all positions at SVdP. This role will be additional support for the onboarding process.

**FLSA Status:** Non-exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consult with leaders, hiring managers, and human resources on position descriptions, compensation, and sourcing strategies.
- Develop job specifications created from a job analysis and job descriptions
- Communicate with departments on staffing level needs, providing feedback on current market trends
- Posting of positions on websites
- Screens applicants, and selects qualified and interested candidates for the interviewing phase.
- Complete phone interviews to further narrow down the candidate pool if necessary
- Determine what candidates are to receive an in-person interview and schedule with department heads.
- Review and revise interview questions and topics to ensure the agency is in compliance with current State and Federal laws.
- Extend job offers based on department leadership's request
- Scheduling of pre-employment screens, initiating background screens and determining an employee start date
- Complete orientation and onboarding process i.e. complete paperwork; high-level benefits overview, company perks, employee handbook, as well as providing any knowledge the employee needs for a successful first day
- Conduct regular follow-ups with managers to determine the effectiveness of the agencies recruiting efforts.
- Be a general point of contact regarding any new hire questions or concerns

### KNOWLEDGE, SKILLS, AND ABILITIES

- Self-motivated, organized, and able to work as part of a team
- Critical thinker and problem solver
- Collaboration

- Leadership skills
- Have a strong sense of urgency
- Excellent written communication
- Time and data management
- HR hiring law knowledge
- Strong computer skills, experience interfacing with websites
- High-level customer service skillset

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Two years of human resources, talent acquisition, and interviewing experience preferred.
- Strong understanding of staffing principles, laws, and procedures
- Strong work ethic and sense of integrity, trustworthiness, and ability to maintain and high level of confidentiality.
- Must possess excellent oral/written communication, marketing, presentation, interviewing, and interpersonal skills.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_