
Job Title: Recruitment and Outreach Coordinator

Department: Development & Partnership

FLSA Classification: hourly, non-exempt

Reports to: Director of Development & Partnership

Hours: 40 per week

JOB SUMMARY

Represents the organization in a variety of public settings, increasing awareness to the community and potential new hires. Professional recruiter with a primary focus on recruiting hourly, salaried non-exempt or non-management exempt positions. Networks within the community and participates in job fairs, community events and public presentations. The Recruitment and Outreach Coordinator provides coordination support to different department teams, hiring managers, and candidates to ensure a successful pre-hire experience. This role is vital in supporting the company's growth and maintaining its employee-focused culture.

ESSENTIAL DUTIES & RESPONSIBILITIES

Work with management to define job qualifications and update job descriptions/postings, utilizing a diversity and equity lens, as necessary.

Oversee the job posting and advertisement processes. Submit online job postings. Ensure job descriptions/postings are clear, engaging, and reach diverse communities through various channels, including social media, job boards, and professional networks.

Source a highly qualified, diverse pool of candidates through multiple channels including Indeed, LinkedIn, open web, social networks, and networking tactics, aligning their skills with open positions and Sherwood's philosophy, mission and values.

Assist managers by screening applications to select qualified candidates. Develop criteria for screening to ensure consistency and fairness in the selection process.

Perform resume reviews and conduct informative pre-employment screening. Work with hiring managers and HR department to schedule job interviews.

Collect initial documentation including application, background check and other required paperwork.

Work closely with Directors, department leads and hiring managers to facilitate and ensure that all interview processes run smoothly and efficiently, meeting program needs.

Train across different departments to gain a full understanding of services and current needs of Sherwood Programs. This might include attending staff and annual goal planning meetings.

Use data to understand recruitment trends, improving recruitment strategies and utilizing innovative approaches to attract diverse and exceptional talent.

Cultivate and sustain strong relationships with hiring managers, HR Business Partners, and key stakeholders.

Build and maintain relationships with local schools, universities, and organizations.

Actively coordinate and participate in college job fairs and other recruiting events. Develop a calendar for these events and strategize on how to maximize their potential for attracting top talent.

Work with the Development & Partnership team to support community outreach and networking events and presentations.

Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education
Record of outstanding academic achievement.
2. Experience
Minimum of 1 year of proven experience in recruiting, staffing, or talent acquisition, with a track record of sourcing and screening talent in a dynamic environment.
3. Other required Knowledge, Skills, and Abilities:
4. Optimistic, positive and charismatic disposition.
5. Ability to create and implement recruitment strategies for a variety of roles.
6. Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
7. Exceptional written and oral communication skills.
8. Works well in team and community settings.
9. Demonstrates ethical conduct, integrity, and discretion when handling confidential information.
10. Proficiency with technology including MS Office Suite (Word, Outlook, PowerPoint, Excel)
11. Ability to pass DSHS background check.
12. Current and valid identification
13. Valid driver's license, with reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three-year motor vehicle report and the continuous retention of an acceptable three-year motor vehicle report.

PREFERRED QUALIFICATIONS

14. Outstanding interpersonal skills, influential communication abilities, and a strong sense of professionalism.
15. Highly tuned listening skills.
16. Confident, professional and demonstrated passion for our mission.
17. Proactive, self-starting individual capable of collaborating effectively in both independent and team environments.
18. Excellent time management skills with a proven ability to meet deadlines.

EQUIPMENT USED

The job description does not constitute a written or implied contract of employment. Sherwood reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.

- 19. General office equipment, including fax and copy machines, printers, etc.
- 20. Computer, including basic use of Microsoft Office Suite.
- 21. iPhone

WORK ENVIRONMENT

- 22. Sherwood offers a positive work environment with supportive leadership staff. This position will demand multi-tasking and flexibility in tasking.
- 23. Able to comfortably work in an office environment, including sitting for extended periods of time and moving about campus as needed
- 24. Ability to attend numerous appointments in a variety of community settings each workday
- 25. May also include stooping, kneeling, reaching and lifting items up to 50lbs
- 26. Some evening and weekend work may be required for community outreach or job fairs.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

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