



Job description

TALENT RECRUITER

Under the direction of the Human Resources Manager, the Talent Recruiter assists with the recruitment efforts using industry best practices. The Talent Recruiter will have knowledge and experience recruiting for classified and certificated school personnel and will be responsible for finding, sourcing, attracting talent with the goal to fulfill the hiring needs of The Foundation for Hispanic Education.

POSITION RESPONSIBILITIES

- Collaborates with hiring managers to understand and support their hiring needs
- Establishes and maintains relationships with universities/colleges and other professional organizations, serving as the primary point of contact
- Executes a recruitment strategy to source qualified candidates using using online platforms, social media, networking, job fairs, recruitment events, email campaigns, cold calls, job postings and employee referrals
- Prepares recruitment materials, screens, verifies candidates meet the minimum requirements
- Coordinates, schedules and facilitates interviews in-person or remotely via Zoom or Google Meet
- Checks-in regularly with hiring managers and candidates to ensure seamless interview and hiring processes
- Notifies selected candidates and assists with pre-onboarding process preparing offer letters
- Prepares, organizes and maintains recruitment database
- Validates qualifications, credentials, and licenses required
- Analyzes transcripts for teaching credential eligibility and salary placement
- Prepares application packets for temporary county certificates (STSP, PIP, Waivers)
- Keeps current with credentialing, permit and licensing requirements
- Closes and cancels job postings and notifies candidates when position is filled or canceled
- Ensures recruitment documents are complete and maintains files of closed recruitments
- Performs other duties and special projects as assigned

OTHER REQUIREMENTS

- Understands and carries out oral and written instructions
- Ability to take initiative and handle multiple assignments
- Must be well organized, and have strong technical, verbal, written communication and presentation skills
- Ability to think creatively, strategically and tactically



EDUCATION/TRAINING/EXPERIENCE

- A Bachelor's Degree required
- Valid California teaching credential preferred
- K-12 teaching experience preferred
- Two (2) years of experience in full-cycle recruiting, or similar role, preferably in education
- Knowledge of state teacher credential requirements and procedures
- Strong knowledge of GSuite and MS Office

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TFHE is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. TFHE does not discriminate against any employee or applicant for employment based on race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.

Job Type: Full-time

Pay: \$60,000.00 - \$72,000.00 per year