



EMPLOYMENT OPPORTUNITY

RECRUITMENT MANAGER

Title:	Recruitment Manager
Starting Salary:	\$70,928 per year
Reports to:	Temporarily reports to Associate Director of Operations until HR Director is hired.
Location:	Remote in California
FLSA Status:	Exempt
Position Status:	Regular, Full Time (40 hrs. per week)
Effective Date:	November 2023

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

POSITION SUMMARY

The Recruitment Manager will manage the entire recruitment process for open positions. This includes creating job descriptions, sourcing and screening applicants while ensuring compliance with labor laws. Additionally, the manager is tasked with promoting diversity and inclusion in the recruitment process, staying current on recruitment best practices and trends, and ensuring a positive candidate experience through timely feedback and professionalism in all interactions.

HOW TO APPLY

Applications will be open November 14, 2023, until the position has been filled. Please submit resumes and questions to Trinidad Mena at (trinidad@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with the design/modification/shaping of inclusive, efficient, compliant, and scalable recruitment processes, practices, and strategies to meet organizational needs and objectives.
- Develop clear and compelling job descriptions and job postings that accurately represent the position and the organization's mission.
- Actively source potential candidates through various channels, including job boards, social media, professional networks, referrals, and job fairs.
- Maintain applicant tracking systems, databases, and recruitment-related records to ensure efficient tracking and reporting.
- Conduct candidate screening by reviewing resumes, cover letters, and applications to identify qualified candidates and conduct initial assessments to gauge suitability.
- Support supervisors with interview best practices and final selection process.
- Manage skill assessment software, facilitate testing for top candidates, and report results to the hiring supervisors.
- Contact candidate references to verify their qualifications, work history, and suitability for the position.
- Collaborate with department directors and managers to gain insight into their resource needs and project timelines.
- Prioritize internal sourcing and maintain a tracking system to assess employee skills, availability, and location with the goal of ensuring seamless transitions for employees between projects and minimizing periods of unemployment.
- Provide regular reports on recruitment metrics, such as time-to-fill, cost-per-hire, and candidate demographics, to inform organizational decision-making.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

CORE COMPETENCIES

- Deep understanding of the promotor model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Understanding VyC's work and how to strategize the recruitment process to find promotores across the state and interview them to understand and match their skills, experience, and expertise to relevant positions.
- Strong project management skills including attention to detail, organizational abilities, and establishment of priorities.
- Handling sensitive matters with discretion and maintaining a high level of confidentiality.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's Degree (B.S.) in Human Resources, Business Administration or Psychology from an accredited four-year institution is desired or commensurate experience.

EXPERIENCE

- A minimum of three (3) years of experience working and managing all aspects of employee recruitment for a non-profit organization in California OR at least three (3) years of demonstrated experience with project management that included recruiting, hiring and supervising promotores.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

LANGUAGE SKILLS

Advanced interview and interpersonal skills to articulate thoughtful, best practice interview questions that capture a candidate's skill set. Strong writing and proofreading skills for writing clear job postings and job descriptions. Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups, and the public. Because of the population served, the ability to read, write and speak in English and Spanish is highly desired.

COMPUTER SKILLS

Advanced in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace. Experience conducting virtual interviews and using virtual meeting software such as Zoom or Microsoft Teams. Ability to learn and adapt quickly to new technology. Experience working with applicant tracking software such as Paychex is preferred.

TRAVEL REQUIREMENTS

Ability to travel occasionally as needed.

PREFERRED SKILLS AND QUALIFICATIONS

- Knowledge about California labor laws and best recruiting practices.
- Proficiency in the principles and methods of office management and modern office procedures, systems and equipment.

- Ability to establish and maintain effective and collaborative working relationships with co-workers, and the general public.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and result.

PHYSICAL DEMANDS

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

The employee will sit, talk, hear and use hands and fingers up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies with the locations at which recruitment activities may be conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

The noise level in these various work environments is typically quiet to moderate.

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