



RECRUITMENT SPECIALIST

About the organization. WC&S is a comprehensive domestic violence program annually serving over 7,500 adult and child survivors of domestic violence & facilitating an intervention program to over 500 people who are abusive. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our Mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship.

About the role. As the Recruitment Specialist you will be part of a dynamic and growing Human Resources Team. Your primary role will be to effectively facilitate recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for WC&S. You will implement all phases of the recruitment process, working alongside the Director of Human Resources and Hiring Managers as an expert in recruitment and hiring best practices and ensuring an excellent candidate experience. In this role you will collaborate with Hiring Managers to draft job descriptions and postings, review and screen applicants, select qualified candidates for interviews, and coordinate virtual and in-person interviewing. You will manage the Applicant Tracking System, create reports, network with recruiting agencies, participate in Diversity, Equity, and Inclusion efforts, and use your experience and innovation to build a diverse talent pipeline. The successful candidate is self-motivated, adept with technology, highly organized, and passionate about recruiting the best talent for the right job at the right time. This role provides you with the opportunity to showcase and grow your recruiting, human resources, communication, and problem-solving skills. If you are an effective, enthusiastic communicator who wants to contribute to the organization's mission in a variety of ways and make a difference in your community, then we are eager to hear from you. This role will be primarily virtual and offers an extremely flexible schedule.

Here's what you will do:

- Collaborate with Hiring Managers to understand the details of open positions and overall team needs; draft detailed and accurate job descriptions and postings; post jobs inside WC&S and to external sites.
- Update and maintain all candidate activity within Applicant Tracking System in a timely manner.
- Review applicants, screen candidates, identify qualified candidates for interviewers, schedule and coordinate virtual and in-person interviews, solicit feedback from interviewers, and conduct reference checks.
- Provide timely follow up to candidates regarding the status of their application, including dispositions and verbal offers.
- Collaborate with the Hiring Manager and Human Resources staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details; creates and sends written offers to candidates in conjunction with Director of Human Resources.
- Ensure compliance with federal, state, and local employment laws and regulations, and company policies.
- Develop rapport with recruiting agencies; attend and participate in job fairs and recruiting sessions.

- Create reports for the Director of Human Resources regarding open positions and overall statuses.
- Innovate ways to build a diverse talent pipeline and recruit using a variety of different approaches; participates in the Internal Evaluation Committee of the WC&S Equity in Action Collaborative to further our Diversity, Equity, and Inclusion recruitment goals.
- This position is primarily virtual and is extremely flexible; it requires being available 40 hours per week. Some business hours will be required, and occasional evenings and weekends may be needed based on candidate and Hiring Manager need.
- Perform other duties as assigned.

Here's what we are looking for:

- Bachelor's degree in Human Resources or related field, or equivalent work experience, preferred.
- SHRM Certified Professional or HRCI Certification a plus.
- Two years of recruiting experience preferred.
- One year of experience working in or recruiting for positions in the human service field preferred.
- Ability to establish healthy boundaries, trust, respect, and rapport with a diverse population of clients, colleagues, and candidates.
- Excellent presentation, written, and interpersonal communication skills in a team environment.
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamics, cultural diversity issues and child abuse and neglect.
- Detailed and proactive; ability to deliver results with little supervision and effectively manage and prioritize multiple projects and candidates.
- Knowledge of hiring laws and best practices.
- Ability to understand and perform confidentiality and safety procedures.
- Strong command of general technology including but not limited to Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce, Tableau, and Teams strongly preferred.
- Experience working in organizations with a successful track record in diversity and inclusion cultures preferred.
- Act 33/34 and FBI Fingerprinting Clearances will be required.

About the benefits. WC&S offers a comprehensive and competitive benefits package, including: generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan; Flexible Spending Account; Employee Assistance Program; paid training and professional development opportunities; and is a Public Service (Student) Loan Forgiveness eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic. We are committed to providing an inclusive and welcoming environment to all.

TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line "Recruitment Specialist" by December 31st to careers@wcpittsburgh.org.