

Internal/External Posting Only



Position available: November 1, 2021

HUMAN RESOURCE DEPARTMENT

RECRUITMENT COORDINATOR

Full time with benefits

Mooseheart Child City and School, Inc.

General Summary:

Coordinate and manage the recruiting program for both exempt and non-exempt employees.

Principal Duties and Responsibilities (Includes but is not limited to:)

- Establish and promote contacts which will promote Mooseheart in a positive and professional manner to all qualified prospective employees/applicants.
- Initiate an aggressive recruitment program that is proactive in identifying and pursuing individuals who possess the qualifications necessary.
- Develop and implement the advertisement of job openings that are available using a variety of recruitment methods and avenues including representing Mooseheart at job and career fairs.
- Coordinate and participate in the processing of applicants from initial applicant contact to job offer while adhering to state, federal and DCFS guidelines when necessary.
- Maintain tracking system of recruiting efforts
- Maintain positive and professional relations with all Mooseheart and Moose International departments including providing information referring to recruitment efforts when necessary.
- Monitor the recruitment incentive program.
- Attend professional development training as recommended / or required
- Maintains a high degree of confidentiality
- Any other duties and special projects assigned by the Manager of Human Resources or the Executive Director of Mooseheart.

MINIMUM REQUIREMENTS:

- Associate's degree, college degree preferred
- Ability to communicate concisely both orally and in writing is a must
- Demonstrated ability to work cooperatively with multiple departments
- Excellent interpersonal communication and organizational skills
- Working proficiency in all Windows applications
- Experience delivering group presentations
- Highly organized with the ability to prioritize and handle multiple projects simultaneously
- Attentive to detail and processes
- Self-motivated and results-oriented
- Ability to maintain confidentiality
- Willingness to travel

To express interest in this position, forward resume and letter of interest to
Dionne Horne, Human Resource Manager, dhorne@mooseheart.org

As is customary, please notify direct supervisor of intent to apply.

Position will be posted until filled