



RECRUITING SUPPORT COORDINATOR

Responsible for the overall compliance and implementation of personnel policies, staff training and recruitment during the HR Coordinator's maternity leave.

GENERAL RESPONSIBILITIES

- Recruit Core Team Members through various sources throughout the community including but not limited to: word of mouth referrals, post-grad service fairs, campus ministry contacts, social media, college career centers, LinkedIn, attend young adult events in the Dallas and surrounding areas and other applicable career search websites such as Handshake.
- Respond to all Core Team inquiries in a timely fashion and communicate with potential candidates by setting up a phone interview and coordinating the overnight or virtual interview schedule (if applicable).
- Work with House Manager and Executive Director to make final decisions on acceptance of Core Team Member applicants and other positions as needed and prepare/send offer letters.
- Coordinate and schedule orientation, process background checks and set up trainings for new staff members.
- Oversee and manage health insurance, vacation day tracking and coordinate with payroll contact for all employees and send monthly insurance reimbursement requests to Executive Director.
- Process background checks for all IMS volunteers.
- Participate in on call weekend coverage rotation with other Administrative staff members.
- Maintain, track and update recruiting and staff training budgets.
- Complete offboarding process for all staff and ensure checklist items are delegated appropriately.
- Ad hoc projects as needed.

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree
- Strong verbal & written communication and project management skills
- Ability to work in a fast-paced environment and manage multiple priorities simultaneously
- Commitment to making ethical and responsible business decisions
- Excellent interpersonal, facilitation and consulting skills. Ability to assess needs, influence, collaborate, deliver and partner at the most senior levels in the organization

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____