



## **Recruiter**

### **Mission**

The Arc Baltimore supports people with developmental disabilities to lead fulfilling lives with a sense of belonging, purpose, and meaningful relationships.

### **Vision**

A world where all people are valued, their voices are heard, and their impact is felt.

### **Values**

- **Unity** – We are stronger together.
- **Innovation** – We push the bar forward.
- **Excellence** – We are constantly improving.
- **Integrity** – We are trustworthy.

### **Guiding Principles**

- Person-Driven
- Building Relationships
- Purpose Driven
- Teamwork

### **Why choose The Arc Baltimore?**

- Vacation, sick and 7 paid holidays.
- Competitive benefits package.

### **POSITION SUMMARY:**

In this role, the Recruiter will research, develop and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

### **Essential Job Functions**

- Confers with hiring managers to identify personnel needs, search assignments. Acts as a consultant to hiring managers to understand job duties, responsibilities, and business requirements.
- Writes complete and detailed job postings, ensuring an understanding of the job duties, responsibilities, and business requirements.

- Develops and maintains strong working relationships with HRBPs, hiring managers and other team members to create a partnership that yields success, predictable results and credibility.
- Leverages online recruiting resources to identify and recruit the very best candidates.
- Creates and fosters relationships with colleges and diverse professional organizations to attract and recruit alumni and diversity candidates.
- Organizes, leads and documents post-interview debrief/feedback with interview teams and candidates.
- Develops and maintains strong working relationships with hiring managers; develops and maintains a network of contacts to help identify and source qualified professionals.
- Reviews resumes and credentials for appropriateness of skills, experience, and knowledge in relation to position requirements.
- Prescreens all candidates presented for detailed interviewing by hiring managers and includes the use of face-to-face behavioral-based interviewing methodologies.
- Manages the scheduling and logistics of all interviews between candidates and hiring manager.
- Development and maintenance of spreadsheets and documents to assess recruitment success.
- Attend Job fairs and related recruitment conferences.
- Responsible for reporting any issues or concerns with regard to employee complaints, issues, and/or unethical actions to the team's HRBP.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Performs other duties as assigned.

## **Job Qualifications**

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- Three to five years of full life-cycle recruitment experience highly preferred.
- Experience in a healthcare/non-profit/social services environment is helpful.

## **Knowledge, Skills and Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.

- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.

### **Working Conditions**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Requirements** – Please submit a cover letter.

### **Benefits**

The Arc offers a comprehensive benefits package including generous time off, paid holidays, health, dental and vision insurance, 403(b) employer match, FSA/HSA options, life insurance and short/long-term disability.

*The Arc Baltimore provides Equal Employment Opportunities (EEO) and is committed to a workplace free of discrimination and harassment based on race, color, religion, age, gender, sex, pregnancy, national origin, disability, height, weight, gender identity, marital status, military status, sexual orientation, veteran status, genetic information, or any other characteristic protected by law. We welcome everyone interested in our mission to join us. If you require accommodations, please contact us and we will make every effort to meet your needs.*