



JOB DESCRIPTION

Job Title: Nonprofit Recruiter

Reports to:	Director of HR & Administration	Dept:	HR & Administration
FLSA Classification :	Non-exempt PT	Entity:	OneOC Core
Supervises Others:	No		

SUMMARY:

Under the general supervision of the Director of HR & Administration, the Nonprofit Recruiter is responsible for the business development and recruitment for our Nonprofit Mid-Management Search services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs full-cycle, mid-level leadership recruitment for our nonprofit clients.
- Meets revenue goals by winning new accounts, expanding existing accounts, and providing exceptional service to all active and prospective clients.
- Builds trusting relationships with clients by following through with commitments, meeting strict deadlines, and delivering “top talent” to client needs.
- Develops and maintains a network of contacts within the nonprofit sector, including professionals, organizations, and job seekers.
- Builds and manages talent pipeline using effective sourcing techniques such as job boards, social media, networking events, and referrals to find and assess candidates.
- Reviews resumes and applications to assess candidates’ qualifications and compatibility with the nonprofit clients’ culture and mission.
- Partners with hiring managers to understand their staffing needs and develop job announcements and specifications.
- Conducts initial phone screens and interviews to gauge candidates’ skills, experience, and motivation.
- Administers assessments, tests, or assignments to evaluate candidates’ technical skills, competencies, and cultural fit.
- Stays informed about trends and best practices in nonprofit recruitment and human resources.
- Ensures compliance with all applicable laws and regulations related to recruitment.
- Provides guidance and advice to nonprofit clients on best hiring practices.
- Utilizes recruiting software to track applicants and manage the recruitment process.
- Creates and maintains reports on recruitment activities.
- Collaborates with marketing team to develop effective campaigns to attract top talent.
- Stays up to date on current labor market conditions and salary and benefits practices.
- Communicates effectively and courteously with all contacts -- internal and external. Works well with diverse people. Provides exceptional customer and employee service.
- Meets extensive requirements for confidentiality and for management of corporate, finance, and personnel information including distribution controls, secure filing and disposal, and records retention and storage. Knows HIPAA and other regulations related to confidentiality.
- Maintains current knowledge of, complies with, and implements organizational policies and procedures. Stays current in California and federal HR regulatory requirements. Supports fair hiring practices.
- Organizes and works independently on multiple assigned tasks/projects related to and completes assignments within specified deadlines.

- Supports the mission, vision, values, and goals of OneOC.

ADDITIONAL RESPONSIBILITIES:

- Implements improvements to the recruitment process to enhance efficiency and effectiveness.
- Assists with other duties as assigned on a regular or occasional basis.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in human resources, Business Administration, or related field highly preferred.
- Prior experience in nonprofit recruitment or HR, with a strong understanding of the nonprofit sector's unique challenges and opportunities required.
- Previous customer and sales focused experience preferred.
- Familiarity with relevant laws and regulations governing recruitment and hiring practices required.
- Experience with HRIS/HRMS databases preferred.
- Experience dealing with sensitive employee information required.
- Strong networking skills and ability to build professional relationships.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Proficiency in using recruitment software and tools required.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses web-based technologies and social media to support recruitment efforts.
- Uses CRM and HRIS/HRMS software for sales and applicant tracking.
- Uses typical office equipment (e.g., copier, fax).

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires sharp vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and twenty-five pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Uses excellent math skills to complete detailed quantitative work; checks for work errors, and ensures work is corrected to a highly accurate final version.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress, and appearance always.

- Demonstrates the highest level of ethical behavior.
- Attends meetings and trainings as requested.
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically.

Hourly Pay: \$28 - \$30 per hour

To apply, please send resume and cover letter to hr@oneoc.org

OneOC is proud to be an equal opportunity employer.