

JOB DESCRIPTION

Job Title: *Recruitment Coordinator, ECEP (9887)*

Job Summary:

Acts as a liaison between the program and potential employees. Responsible for staff recruitment and retention. Be knowledgeable in the best human resources practices and develop, implement trainings. Maintenance of employee files and mandated trainings.

Essential Functions:

- Through research and surveys, determines program needs for hiring/onboarding assistance.
- Ensure timely recruitment utilizing a variety of recruitment tools and processes.
- Follow up with job applications, proctor interviews, bilingual tests and assist in the hiring process.
- Responsible for preparation of interview panels, materials, and schedules, ensuring a parent representative is included when available, ensure all on interview panel are trained in interview policy and procedures.
- In coordination with other program area staff, facilitates on boarding and service area training.
- Ensure that schedules, materials, etc. for trainings/orientations are prepared.
- Routinely update and monitor all substitute lists, for accuracy and updated mandatory trainings/max sub hours.
- Maintains individual training files and career development records on program staff.
- Maintains program database to track individual employee's participation in training/workshops.
- Assist with staffing functions which may include allocations, staffing assignments, change in status, processing retirement/resignations.
- Attend job fairs/recruitment events in the community.
- Other duties as assigned.

Knowledge and Abilities Required:

Knowledge of:

- Public speaking, organization, and facilitation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Computers, preferably Microsoft Office, Access, and Internet.
- Program organization, operations, policies, and objectives.

Ability to:

- Prepare complex reports from a variety of information sources.
- Organize and prioritize workload.
- Work successfully and collaboratively with staff and outside organizations.
- Work with diverse populations.
- Travel throughout Tulare County, as required.
- Speak, read, and write in English and Spanish is required.

Education and Experience:

- Possession of an Associate's Degree with emphasis in Business/Child Development or related field OR at least 40 college units working toward an Associate's Degree and three years of experience is required.
- Previous experience in a Head Start or other early childhood education environment is preferred.

Certificates, Licenses, Clearances, testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

FLSA Status: Non-Exempt

May 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco – Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.