

## **FULL TIME POSITION:**

### **Workforce1 Senior Recruitment Manager**

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#### **Agency Description:**

The Workforce1 Career Center (WF1CC) system operates in coordination with the NYC Department of Small Business Services (SBS) and the New York State Department of Labor (DOL) to provide recruitment, job training and business services through a variety of programs and locations throughout the five boroughs. WF1CCs require the attention of professionals who are able to support major change initiatives, as well as ensure the success of a business-driven system.

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#### **Job Description:**

SBS implements workforce development programs through a partner-based system. Each Workforce1 Career Center is operated by contracted service providers (vendors), which include non-profit, for-profit and educational organizations.

The Workforce1 Senior Recruitment Manager manages the recruitment team along with all processes and events. This includes working with the sales team to determine places to recruit, working with the hiring client to understand needs, screening potential candidates, and managing the hand off of clients from the sales team to the recruitment team.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the Agency.*

#### **Essential Functions:**

- Oversee and implement recruiting processes and initiatives
- Ensure clients are receiving appropriate candidates for open positions and quality service
- Screen applicants for job openings
- Attend job fairs, networking events and information sessions for hiring
- Develop contacts at colleges and universities
- Work with Partner Coordinator to expand recruitment efforts
- Communicate with center staff regarding position openings
- Make improvement suggestions for fulfillment/sales team
- Report to Business Services Coordinator regarding all postings, openings, and efforts
- Build and coordinate a pipeline of qualified job seekers through recruitment events, reengagement of Individual Training Grant customers, Community Based Organization referrals, walk-in traffic, and direct advertising
- Work with Director and Business Services Coordinator to plan, implement, and track customized recruitment projects to meet the specific needs of each business customer
- Assess jobseeker skills and job readiness
- Ensure team reaches weekly and quarterly goals
- Track progress for weekly reports with Business Services Coordinator
- Lead and motivate team of Fulfillment Account Managers
- Work with center leadership on strategy to reach goals and improve services

#### **Educational Requirements:**

- Bachelor's Degree is required



### **Skills and/or Experience Required:**

- Proficient in Microsoft computer systems
- At least five years of professional experience in management, recruiting, account management or a related business relationship management capacity
- Excellent communication, analytical, and interpersonal skills
- Strong leadership skills with a demonstrated ability to thrive in environments with multiple stakeholders, frequent change, and diverse objectives

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### **How to Apply:**

*Interested candidates should send a resume and cover letter with subject line: Senior Recruitment Manager to [jsaladis@edsisolutions.com](mailto:jsaladis@edsisolutions.com).*

Salary for this position is commensurate with experience.

**NOTE:** Only those candidates under consideration will be contacted.