

CONTRACT FULLTIME POSITION: RECRUITMENT SPECIALIST WORKFORCE DEVELOPMENT CORPORATION

The Organization You'll Join:

About the WDC: The Workforce Development Corporation (WDC) is an independent not-for-profit created by the City of New York. The WDC and SBS work in partnership to jointly develop, fund, and manage workforce and training initiatives to create a skilled workforce in the city of New York.

The Team You'll Work With:

NYC Talent: The Mayor's Office of Talent and Workforce Development ("NYC Talent") is responsible for the City's talent and workforce development system that benefits city residents, employers, and the economy. NYC Talent seeks new and effective ways to scale and sustain productive public/private partnerships; to develop and match talent to promising careers; to align its education, career preparation and skills training programs across City government; and to coordinate program and fiscal data across stakeholders to provide a comprehensive view of the talent system with the goal of making progress towards the citywide employment objectives laid out in Executive Order #22.

Position Description: The Recruitment Specialist will work closely with WDC and Mayor's Office of Talent and Workforce Development to support current high-volume recruitment efforts. Due to NYC Talent's rapid growth as an office, developing and maintaining recruitment relationships are essential. The Recruitment Specialist will play a critical role in recruitment of future WDC/NYC Talent employees. The ideal candidate will have the ability to juggle multiple initiatives.

Under the direction of WDC Deputy Director, the Recruitment Specialist's responsibilities include, but are not limited to the following:

- Develop best practices and recruitment process to acquire qualified candidates, track success of recruitment efforts, strategize how to improve results.
- Participate at recruiting events, such as job fairs and civil service hiring pools, as needed;
- Meet with hiring managers to assess needs and provide support in all recruitment efforts
- Create and maintain an applicant tracking system to capture candidate information and track outcomes.
- Utilize all available social media to advertise and promote vacant positions to build a strong supporting network to communicate specialized job requirements and vacancies.
- Develop a collaborative and effective working relationship with internal/external stakeholders by actively participating in on-site hiring events and job fairs that are open to the general public.
- Pre-screen job applicants, assisting with on-the-spot review and qualification of resumes and responding to inquiries received from job applicants.
- Prepare job offer letters, including information related to benefits for new employees.
- Screen resumes to ensure candidates meet Minimum Qualifying Requirements.
- Assist with onboarding incoming full-time employees and consultants, as needed;

- Prepare necessary documents related to the interview and recruitment process as needed
- Aid in the design, development, and execution of recruitment-related projects;
- Performs other personnel duties and projects as assigned.

Preferred Skills:

- Experience with recruitment for government or non-profit organizations.
- Knowledge of Microsoft Office suite.
- Effective communication, customer relations, and interpersonal skills.
- Outstanding professionalism when representing an organization.
- Experience working with all levels of the organization, and ability to interface with Mid-level and Senior staff.
- Ability to handle multiple tasks under tight deadlines.
- Possess Recruitment analytics skills.
- Experience in managing expectations and relations with multiple stakeholders.

Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in an area related to the duties described above; OR 5+ years of professional experience in Human Resources or experience related to the duties described above

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Recruitment Specialist to: **WDCFiscal@sbs.nyc.gov** and **Careers@sbs.nyc.gov**

Salary: \$70,000 – 75,000

Duration

6 months from date of hire

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:
Workforce Development Corporation
Human Resources Unit
1 Liberty Plaza, 10th Floor.
New York, New York 10006