

## Programs Employee Recruitment Specialist

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The Programs Employee Recruitment Specialist position will lead Girls Inc. of Alameda County's (GIAC) continuous effort to recruit program direct service staff. This position will research, develop and implement the department's staffing strategies to attract qualified direct service applicants.

This outreach is not limited to identifying and partnering with direct service lead sources such as colleges, job boards and other recruitment platforms to identify potential candidates, screen applicants, coordinating interview, reference checks, make verbal offers and any other additional duties that are relevant to the process.

### Job Summary

- Create and implements recruiting strategies based on Program department vacancies
- Initiate partnerships with recruitment sources i.e. colleges, job boards
- Collaborate with Program managers and HR department to identify and draft job descriptions
- Coordinates and provide recruitment support to attract and refer qualified candidates to open positions
- Proactively source candidates utilizing job boards, referral networks etc.
- Host and participates in job fairs
- Maintain timely communication with all applicants
- Screens resumes (applications), identifies qualified candidates, conducts initial phone screening, coordinate and schedule interviews; conduct reference checks



- Collaborate with HR department on job postings and advertisements
- Maintains accurate log/ report on vacancies in the Program department
- Design effective strategies for improved recruitment process in the Programs department
- Monitors the hiring process using the applicant tracking systems and Programs department org. chart
- Stay abreast of recruiting trends and best practices
- Occasional evenings and weekend hours
- Perform other duties as assigned in person in virtual workspace

## About You

- Minimum (2) years recruiting experience
- Familiarity with a wide range of applicants sourcing avenues
- Proficiency in Microsoft Office Suite application is required
- Experience with social media platforms and trend-tracking (preferred not required)
- Working knowledge of interview techniques and applicant screening methods
- Deep understanding of employment laws and regulations
- Ability to relate effectively with people from different backgrounds
- Ability to communicate effectively both verbal and writing
- Ability to bend, lift and move up to 25lbs
- Department of justice clearance based fingerprinting submission
- Proof of TB test within the last four years
- Proof of COVID-19 vaccination or weekly testing required (subject to change based on contractual requirements)
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc. of Alameda County.

## What We Offer

- Compensation Range: \$21 to \$23 per hour at 40 hours per week, non- exempt
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training



## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

