

Employee Programs 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 Employee Programs Recruitment Specialist position will lead Girls Inc. of Alameda County's (GIAC) continuous efforts to recruit direct service staff. This position will research, develop and implement staffing strategies to attract qualified direct service applicants, not limited to identifying and partnering with direct service lead sources, sourcing, screening applicants, coordinating interview process, making verbal offers under the supervision of the Director of Program Quality, Training and Assessment.

Job Summary

- Creates 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 detailed job descriptions
- Coordinates and assists with attracting and referring qualified candidates for open positions (i.e. website, employee referrals, and on-site recruiting)
- Proactively source candidates utilizing job boards, referrals etc.
- Screens resumes (applications), identifies qualified candidates, conducts phone interviews, coordinates and schedules interviews, and conducts reference checks
- Maintains timely communication with all applicants
- Collaborates with HR department on job advertisements and postings



- Manages recruitment communications on the web
- Maintains accurate log/ report on vacancies in the Programs Department
- Designs effective strategies for improved logistics
- Participates in staff training, meetings and professional development as assigned
- Monitors the hiring process using an applicant tracking system and programs department org chart
- Initiate, attend and participate in job fairs and recruitment sessions
- Abreast of recruiting trends and best practices
- Occasional evenings or weekend hours
- Perform other duties as assigned in person or in virtual workspace.

About You

- Minimum (2) years recruiting experience
- Familiarity with a wide range of applicant sourcing avenues
- Proficiency in Microsoft Office Suite applications is required
- Experience with social media platforms and trend-tracking (preferred not required)
- Ability to relate effectively with people from diverse backgrounds
- Ability to bend, lift, move up to 25lbs
- Working knowledge of interview techniques and applicants screening methods
- Deep understanding of employment laws and regulations
- Ability to communicate effectively both orally and in writing
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Proof of COVID-19 Vaccination or weekly COVID-19 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 \$23.00-\$25.00 per hour at 30 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.

To APPLY Please send resume and cover letter to: [talent @ girlsinc-alameda.org](mailto:talent@girlsinc-alameda.org). For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

