

LEADERS OF TOMORROW YOUTH CENTER



Position Title: Recruitment Consultant

Position Summary: The Recruitment Consultant coordinates with the Director of Finance and Personnel and other leadership in the organization. This position is responsible for providing recruitment for all positions, building relationships with colleges, universities, fellow employers, etc. This person is chiefly responsible for leveraging relationships to help create a pipeline of quality artists, educators, and leaders that will share and help execute the LTYC mission and vision.

Reports to: Director of Finance and Personnel

Position Responsibilities:

- Attract and hire the best talent
- Broaden and maintain accounts with industry leading job boards
- Easily communicate with applicants and quickly move them through automated workflows
- Schedule interviews
- Conduct reference checks
- Build relationships with colleges, universities, trade schools, arts schools, etc.
- Partnering with DFP to determine staffing needs
- Screening resumes
- Performing phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to DFP
- Represent the organization at open houses and career fairs
- Maintain a database that tracks potential hires, resumes, documentation, etc.
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process when applicable
- Staying current on the company's organizational structure, personnel policies, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations

- Completing timely reports on employment activity
- Conducting exit interviews/surveys on transitioning employees/partners

Essential Skills and Experience:

- BA/BS degree or higher in human resources/development; OR on track to a degree in human resources/development and coursework equivalent
- Demonstrated knowledge and experience with human resources
- Ability to operate computers and possess advanced knowledge of MS Windows, Microsoft Excel, Word and other software
- Excellent organizational skills
- Excellent communication skills
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Effective training/development skills
- Attention to detail and ability to meet deadlines
- Regular and consistent attendance

Other Job Requirements:

- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage
- Ability to relate positively to children and adults
- Ability to self manage workflow