



HR Specialist - Recruiter

Job Summary:

The HR Specialist - Recruiter is responsible for assisting the HR Manager in acquiring new talent for a variety of volunteer positions in Random Acts. The recruiter should have extensive experience working with people in a variety of positions outside of Random Acts. The successful candidate will have a keen eye when reviewing resumes, will be able to represent Random Acts well, and will be able to clearly and effectively explain volunteer options that are available.

Responsibilities:

- Identify potential candidates to fill volunteer positions.
- Review and analyze resumes
- Be on the lookout for potential recruits and contact those candidates personally
- Perform initial screenings for potential volunteers
- Identify new recruiting sources
- Post jobs across all recruiting sources
- Coordinate with College Career Centers for internships

Required Qualifications & Skills:

- Excellent computer skills
- Strong communication Skills
- Well organized
- Tactful, outgoing, creative and enthusiastic
- Significant experience as a recruiter, sourcing specialist, recruiting coordinator, or head hunter.