



LA CHEIM SCHOOL, INC.



Job Description

Job Title: Recruiting Coordinator – Part-Time 20 hours per week (*Remote to Start*)

Work Location: El Sobrante, CA

Division/Department: Human Resources (HR)

Reports to: Human Resources Director

Full-time Part-time Exempt Nonexempt

Recruiting Coordinator Responsibilities:

- Post all open positions to recruiting job boards.
- Manage job posting sites to maintain accuracy include removing postings once positions are filled.
- Work with the HR Director and program directors to assist in updating and finalizing job descriptions and job postings.
- Coordinate and schedule interviews across departments and with candidates as needed. Manage last-minute scheduling changes.
- Work closely with candidates, HR, and directors tracking applicants where they are in the process. Act as the liaison between La Cheim and the candidate.
- Manage the flow of candidates through the recruitment process and on-boarding process.
- Prepare draft offer letters to obtain signature and approval by HR Director.
- Work confidentially and independently dealing with personnel files, salaries, and other personal information
- Manager (future) Applicant Tracking System to track applicants.
- Participate in all HR Department meetings and activities.
- Assist in the HR Department as needed to ensure the smooth processing of the day to day recruiting requirements.
- Other duties as assigned to successfully recruit qualified applicants.

Evaluation:

Evaluations will be based on the responsibilities outlined. Duties can be changed to meet the needs of the department and organization. Training will be provided.

Qualifications:

- Ability to work confidentially and independently.
- Excellent computer skills including Microsoft Word, Excel, and Power Point.
- Solid/proven general office experience including telephone, filing, and 10-key.
- Great inter-personal skills with ability to assist employees in multi-cultural environment; and
- Excellent writing skills

Requirements:

- AA Degree or higher desirable
- Proven experience in recruiting and working in HR is required.
- Excellent computer skills including Microsoft Word, Excel, and Outlook. Power Point would be a plus, but not required.
- Ability to demonstrate basic business knowledge and skills with testing.
- Excellent inter-personal skills with ability to assist employees in a multi-cultural environment and easily adaptable to the ever-changing needs of the Agency.
- Must have a Valid Clear California Driver's License and obtain DOJ and FBI clearance in addition to providing a clear TB test.
- Must have a reliable vehicle.

Physical Requirements**The following is the extent of the specific activity required for this position:**

- Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously
- Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes
- Balancing – up to 0 hours; pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours
- Repetitive use of hands – up to 0 hours.
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, or political affiliation.

Print Employee Name:**Employee Signature:****Date**