



## **Recruitment & Events Coordinator**

CareerSource Capital Region has an exciting position available for an individual to coordinate talent acquisition for employers in alongside the Business & Employer Solutions department and career center staff as well as event planning for the organization.

This position will assist business customers with acquiring talent, labor market information, coordination of recruiting activities, etc.; prepare written reports and presentations as needed; complete database queries as required; play an instrumental role in process improvement endeavors; provide logistical support and coordination for all events to include: recruitment events; information sessions; hiring fairs; employer centered workshops; professional development workshops; sector rounds; council and special project meetings; career seeker functions; etc. May be tasked to assist with organization-wide events as needed basis. Develop and distribute department newsletters and other publications. Serve as the REACT Coordinator for the organization. Manage events calendar and appropriately announce events to system-wide staff and/or with the marketing dept. for external communications. This position serves as the co-lead for the organization's Fee for Service Initiative. This position may also enter candidate placement information into the database and assist with all other departmental functions as needed.

This position is responsible for building and maintaining talent pipelines that align with the business customers' workforce needs and requirements. This position acts as an extension of business customers' HR Departments or management by assisting with all aspects of talent acquisition including sourcing, recruitment, assessment and selection. This position develops recruiting plans to ensure the appropriate quantity and quality of talent is available to meet business customers' needs; assists with screening and interviewing the candidates according to the job order requirements; complies with internal operational standards as well as federal, state, and local employment laws and regulations; and consistently meets or exceeds the business and candidate expectations. This position is responsible for scheduling interviews for recruitment events, and identifying candidates for high wage/high skilled positions and hard to fill positions. This position will coordinate recruitment efforts with internal units to increase awareness of recruitment events and job postings.

This position is responsible for planning, organizing, coordinating, promoting and facilitating events in accordance with organizational policies and procedures; obtaining quotes for venues and vendors including audio visual, catering, etc.; creating and/or obtaining collateral materials, signage and/or presentations; communication with sponsors, vendors and events staff; developing written event plans; organizing event staff; and completing post event evaluations/reports.

Bachelor's degree and a minimum of three years of related experience or a master's degree in a relevant field or an equivalent combination of training and experience in general business management, talent acquisition, and/or event planning required. The incumbent in this position must understand the concepts, principles, terminology, legal aspects and best practices of talent acquisition, general business operations and event planning. Previous experience recruiting for or working in a diverse range of industries helpful. Previous experience using social media, online marketing/email platforms, online survey platforms and talent acquisition technology (such as Constant Contact, Indeed, Salesforce, and Survey Monkey) is preferred.

Demonstrated proficiency with MS Word, Excel, PowerPoint, and Publisher as well as industry specific databases and software programs is required. Must have excellent organization and communication (verbal and written) skills. Bilingual in English and Spanish helpful.

This position functions at a level equipped to complete difficult assignments; is responsible for work that is broad in nature, usually requiring originality and ingenuity; requires the ability to devise own methods and solutions to



deviations and to confer with supervisor on unusual situations; and is sufficiently familiar with the workforce development profession to work effectively and independently in usual situations.

The anticipated starting salary is \$36k-\$40k/yr.

To apply, submit your resume and cover letter via email to [HR@careersourcecapitalregion.com](mailto:HR@careersourcecapitalregion.com). Be sure to include the job title "Recruitment & Events Coordinator" in the subject line of your email.

Check us out on Facebook, Twitter, and LinkedIn. Learn more about CareerSource Capital Region at: [www.careersourcecapitalregion.com](http://www.careersourcecapitalregion.com).