

JOB DESCRIPTION
Recruitment & Retention Specialist
Office of People & Culture

Title: Recruiter/Retention Specialist – Office of People & Culture
Department/Program: Office of People & Culture
Reports To: Manager – Office of People & Culture
Classification: Non-exempt; Full-Time
Compensation: \$20.73 to \$25.39 per hour to start based on experience
Supervises: N/A
Revision Date: 01/23/2023

Primary Purpose of the Job:

The position of Recruitment & Retention Specialist in the Department of People and Culture provides support to our growing organization through recruitment efforts that meet our staffing needs. The primary duties will include all steps of the recruitment process including outreach, applicant management, and guiding and educating hiring managers. Additionally, this position ensures the processes used are lawful, compliant and performed within policy as drafted by Southern Arizona AIDS Foundation (SAAF), and continuing work to support staff retention.

Essential Duties & Responsibilities

- Recruiting new staff, including advertising and outreach, research, coordination with hiring managers, and all necessary steps from applications review to onboarding.
- Partner with leadership to support the organization's hiring efforts.
- Assist with talent acquisition process, including creative sourcing of candidates.
- Screen candidates and coordinate interviews for hiring committees both virtually and onsite.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Field and respond to questions from applicants and hiring managers.
- Assist with drafting all job postings and updating recruitment materials.
- Post and monitor all open positions to company website and other recruiting platforms.
- Support the hiring team throughout the interview process.
- Complete reference checks as needed.
- Follow established recruitment process and assist in the implementation of recruiting best practices.
- Research new recruiting avenues and monitor trends to improve hiring processes.
- Participate in career fairs and other hiring events.
- Maintain and develop relationships with other organizations for potential applicant pools.
- Prioritize diversity and inclusion efforts to ensure hiring process is equitable and accessible and a diverse pool of candidates are being reached.
- Contact new employees in preparation for onboarding.
- Coordinate and conduct employee onboarding process, including first day logistics with new employees with all teams.
- Serve on committees as assigned
- Arrange and facilitate meetings and events that fall within the responsibilities of the People and Culture Department.
- Provide support to the Office of People & Culture as needed.
- Other duties and responsibilities as assigned.

Minimum Requirements

- Proven work experience as a Recruiter.
- 3 years of Human Resources experience required.
- 3 years of experience managing tasks with competing priorities and deadlines
- Effective oral and written communication skills.
- Must have a valid driver's license and reliable transportation.
- Proven computer skills, including advanced understanding of MS365 office applications.

Preferred Requirements

- SHRM- CP or SPH a plus.
- Experience working with HRIS systems.

Skills and Abilities

- Ability to do repetitive tasks for long periods of time.
- Ability to multitask.
- Excellent interpersonal skills.
- Skills in record keeping.
- Able to exhibit a high level of confidentiality and maintain discretion: Able to handle highly confidential situations with professionalism and tact.
- Ability to identify and resolve problems in a timely manner.
- Able to gather and analyze information accurately and in a timely way.
- Possess a willingness to wear multiple hats and ability to adapt and prioritize.
- Outstanding organizational skills with a strong attention-to-detail.
- Team-oriented with strong integrity and professionalism.
- Perform work as a respectful team player that can work effectively in a collaborative, innovative, and client centered work environment.
- Ability to work independently, be adaptable and reliable in the face of conflict, pressure, crisis or changing priorities.
- Ability to independently determine order of priority and self-initiating other value-added tasks.

Working Conditions/Physical Demands:

- Operate in a professional office environment and requires the ability to sit for long periods of time with intermittent walking, standing, bending, squatting, pulling, and pushing.
- Requires the ability to use standard office equipment such as scanners, computers, keyboards, phones, shredders, photocopiers, and filing cabinets. Requires the ability to lift-up to ten pounds - accommodations may be available.
- Requires travelling on occasion as needed between SAAF campuses and other locations.

TO APPLY: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of People & Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

Updated: January 2023

AFFIRMATIVE ACTION: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. People who used to use drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

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Start Date: As soon as possible.