

JOB DESCRIPTION

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Position: Talent Acquisition Leader

Employment Classification: Exempt

Reports To: Vice President Business Relations

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc. has provided workforce, education and early childhood educational services to the communities we have served for over 40 years. The Talent Acquisition Leader will collaborate with program management to understand hiring needs, develop recruitment plans, source and screen candidates who are passionate and convey a strong dedication to creating meaningful, lasting change for individuals involved in PIC programming. The ideal candidate will be a flexible self-starter with excellent verbal and written communication skills, a keen eye for identifying talent and a commitment to ensure hiring and development practices attract and retain a variety of individuals.

Qualifications & Requirements:

Education: Minimum of a bachelor's degree in Human Resources, Business, Marketing or related field. Must complete the management training program within 12 months of hire.

Experience: Two (2) years experience in human resources or related field preferred.

Mental Concentration: Considerable concentration

Interruptions: Occur constantly

Physical Demands: Light physical effort in predominantly sitting and walking positions. Occasional lifting (up to 20 lbs.). Potential eye strain.

Special Demands/Requirements: Moderate travel, potential alternative hours . Valid driver's license with reliable transportation and verification of car insurance coverage(validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

01. Create and implement staffing recruitment plans aligned with organizational need, workforce goals and strategic objectives.
02. Research and cultivate relationships with community organizations, colleges, employment agencies, professional networks, media and online platforms to build a broad applicant sourcing network.
03. Provide input on creating and updating job descriptions and postings.
04. Attract applicants by utilizing a mix of resources such as digital channels, social media, job boards, targeted advertising and recruitment events to engage qualified candidates.
05. Determine applicant qualification through resume/application review, and by conducting pre-employment interviews.
06. Coordinate the interview process by scheduling interviews and managing communication between candidates and hiring managers, ensuring a seamless experience.

07. Participate in job interviews by developing interview questions, analyzing responses, verifying references, comparing qualifications to job requirements
08. Guide candidates through the pre-employment process and track progress, facilitating a smooth transition to their start date.
09. Complete data collection, analysis, reports, forms and other paperwork as required.
10. Attend all professional development trainings, meetings and events as necessary.
11. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:

F

HOURLY WAGE:

\$25.07

HOURS PER WEEK:

40