

JOB POSTING

Job Title:	Talent Acquisition Specialist	Status:	Full Time
Location:	New Westminister	Posting #:	22-086
Hours:	40 hours/week	Salary:	\$55,000 - \$70,000
Schedule:	Weekdays based on operational needs	Closing Date:	June 26, 2022

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for a Full Time, Talent Acquisition Specialist (TAS) to join our People & Culture team.

Reporting to the Director, the TAS works closely within the extended management team to source and select well-qualified candidates who share the values and vision of the organization. The TAS will own and drive full cycle recruitment, including job postings, scouring, and screening. The TAS will play a key role in the implementation of an ATS and development & execution of an organization wide recruitment & retention strategy. As the position grows, the TAS will have the opportunity to expand their role by participating in job classification, policy & procedure development, engagement, and a variety of other planned initiatives for 2022 & 2023.

KEY RESPONSIBILITIES:

- Partner with hiring managers to attract & retain well-qualified candidates.
- Manage the full cycle of recruitment including creating job postings, developing social media campaigns, screening candidates, creating interview guides, and participating in interviews.
- Partner with hiring managers to understand their talent acquisition needs and build internal and external candidate pipelines.
- Maintain database of candidates and works with the HR Coordinator to ensure a seamless hiring and onboarding process.
- Assist the Director with the implementation of an ATS.
- Represent the organization at networking events and careers fairs.
- Contribute to the overall organizational culture by ensuring quality candidates experiences.
- Assist the team with special projects as required; projects may include job classification, onboarding, engagement, strategic planning, and supporting the accreditation process.

QUALIFICATIONS:

- Diploma or Degree in Human Resources from a recognized program.
- 2 – 3 years related, progressive experience in human resources and/or talent acquisition (recruitment) or equivalent combination of training, education & experience.
- Ability to communicate with various levels of management, candidates, and external stakeholders.
- Ability to manage competing priorities and ensure timelines are met.
- Knowledge and understanding of current employment standards and HR best practices.
- Proficiency with Microsoft office suite including outlook, word, excel and teams.
- Experience using social media platforms to drive engagement and build candidate pipelines.

PREFERENCE WILL BE GIVEN TO CANDIDATES WHO ALSO POSSESS:

- CPHR or working towards designation.
- Experience supporting talent acquisition or human resources in a unionized environment.
- Experience working in a non-profit organization.
- Valid driver's license (Class 5).

MANDATORY JOB REQUIREMENTS:

- Evidence of COVID-19 vaccinated status.
- Doctor's Note of fitness.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@elizabethfry.com by no later than June 26, 2022, with the subject line TAS 22-086.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.