



EXTERNAL POSTING HR RECRUITMENT COORDINATOR

Scottsdale Training & Rehabilitation Services (STARS) is seeking an **HR Recruitment Coordinator** to join the Human Resources Team.

STARS is a non-profit organization in Scottsdale. Our mission is to improve the lives of individuals with developmental and cognitive disabilities by providing an array of programs serving a variety of needs. STARS strives to be the premier employment service in the Valley for people with disabilities through an individual-first approach with high-quality, personalized services to empower and equip each individual for independence and success in the workplace.

POSITION PURPOSE:

The HR Recruitment Coordinator plays a critical role in ensuring STARS hires the best possible talent by implementing results-based recruiting strategies while providing recruitment support to the HR department. The incumbent will develop, enhance and coordinate STARS' recruiting processes, policies, procedures, strategies, and training in compliance with federal and state regulations. Responsible for the full spectrum of activities related to the recruiting and hiring process, such as internal and external advertising, community outreach, career fairs, orientation, and initial onboarding of employees.

DUTIES AND RESPONSIBILITIES:

- Responsible for full cycle recruitment of all positions, including planning and implementing creative cost-effective strategies to ensure staffing needs are fulfilled quickly and efficiently with quality hires.
- Partner with leadership to ensure consistency; maintain excellent relationships across departments to deliver recruiting success.
- Responsible for administrative activities involved in the recruitment process; such as advertising, interviewing, scheduling, applicant tracking, and other new hire paperwork.
- Design and deliver sustainable recruitment strategies focused on maintaining brand awareness, talent acquisition, and candidate pools.
- Build diverse candidate pools via social media, professional communities, and other recruitment channels. Manage STARS Internal Career Posting System.
- Develop and maintain a job description library in alignment with HR policies.
- Coordinate and manage pre-employment processes including reference checks, background screenings, data entry, etc.
- Manage the New Employee Orientation (i.e., welcome, an overview of STARS culture, benefits, etc.).
- Serve as HRIS backup and support for HR. Act as interdepartmental HRIS/Payroll liaison.
- Develop metrics, measurements, and dashboard tools to effectively monitor and track recruiting efforts.
- Develop and deliver employee/management HR training. Assists with general HR projects.
- Represent STARS at diverse career/job fairs and community events.
- Provide compensation advice to ensure salary equity and aid in employee retention.
- Maintain highly confidential information concerning hiring decisions, salary offers, and employee relations.
- Develop processes and procedures to ensure applicant tracking is maintained and entered in the database.
- Pre-screen resumes to evaluate qualifications, conduct phone interviews, and present qualified pool to managers.
- Coordinate and schedule interviews as requested by managers.
- Partner with local industry networks including the DDD to remain current on employment practices.
- Adhere to all local and federal employment regulations.
- Develop and deliver interviewing schedules, interviewing questions, screening, and selection tools.
- Collaborate with managers to determine job offers and negotiate terms of employment with candidates.
- Follow-up with employment-related activities, such as the offer letter, new hire paperwork, STARS benefits (health, vacation, sick, etc.), Employee Handbook, etc.



KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of human resources policies & procedures, federal & state laws regarding employment practices.
- Excellent written and verbal communication skills. Detail oriented.
- Ability to maintain confidentiality in all aspects of the job. Exceptional customer service skills.
- Strong analytical skills and ability to complete work independently or as part of a team engaged in multiple project assignments; ability to prioritize workload.
- Must be able to interface with all levels of management and employees.
- Proficient with Microsoft Word, Excel, PowerPoint, HRIS, Outlook, and internet sourcing skills.
- Knowledge of social media (LinkedIn, Facebook, Twitter, Pinterest, etc.) and other web-based recruiting.
- Experienced with applicant tracking systems; able to evaluate and refer applicants and generate reports.
- Must thrive in a teamwork environment.
- Skilled in interviewing, behavioral questions, and conducting presentations.
- Experience developing Job Announcements. Experience reviewing & prescreening resumes.
- Demonstrated knowledge of Title VII, ADA-ADAAA, FLSA, FMLA, etc., and state & federal regulations.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration or related field AND three (3) years of human resources experience; OR, Six (6) years of progressively responsible human resources experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Must have experience in the areas of recruiting, human resources, state & federal laws, programs, policies, and practices.
- Must have experience using HRIS software, Applicant Tracking Systems, and Database applications.
- Must be proficient with Microsoft Office Suite (Word, Excel, Outlook, etc.).
- Must have an AZ driver's license, clear driving record, and meet agency insurance requirements.
- Must meet DES requirements for fingerprint clearance.
- Must pass a criminal/background screening.

BACKGROUND/SCREENING

STARS conducts pre-employment screening for all positions, including a criminal background screening/fingerprint check. Employment is contingent upon the successful passing of the background check

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org

INSTRUCTIONS TO APPLY

Please submit a cover letter, resume, and three professional references to: jobs@starsaz.org

Salary: DOE