



Executive Recruiting Specialist

Part time: 10-hours per week (to be reviewed periodically)

Worksite: Remote with occasional staff meetings and training sessions

Work Commencement: August 15, 2020

Salary: \$20.00 per hour

Submit resume and cover letter to: psalazar@latinosleadnow.org

Position summary:

Administration of online and full-service nonprofit governing board member recruiting program focused on Latino professional and community development. *Strong Salesforce skills required.*

The Specialist works with Latinos LEAD staff and consultants to support the organization's governing board member recruiting services with thoroughness, professionalism, efficiency and best practices in the industry. The Specialist reports to the Latinos LEAD Executive Director.

Key Duties and Responsibilities:

- Monitor and administer proprietary online recruiting program platform to assist with the process of recruitment and placement of Latino professionals on nonprofit governing boards.
- Maintain thorough and accurate Salesforce data management to provide recruiting program customer service and management information related to:
 - Organizations sending inquiries, creating accounts, organization profiles, and governing board opportunities
 - Individuals sending inquiries, creating accounts, individual profiles, and applying for active governing board opportunities
 - Update Salesforce records to document activities and communications with nonprofit organization contacts and individual applicants/nominees
 - Conduct Salesforce queries and reports of individuals that meet qualifications of governing board opportunities posted by nonprofit organizations
 - Generate timely, thorough, and accurate reports on recruiting service activities and outcomes
- Contact individuals and organizations using the online governing board recruiting program to:
 - Review thoroughness and accuracy of information submitted online by individuals and organizations
 - Update, correct, and complete information and records in accounts and applications submitted online by individuals and nonprofit organizations
- Assess applicant eligibility by reviewing governing board member position descriptions, organization profiles, websites, and applicant experience, education, and other qualifications

- Determine applicant qualifications by interviewing applicants, analyzing responses, verifying references
- Inform and attract applicants to governing board opportunities by contacting Latinos LEAD partner organizations, community leaders, professional member associations, business associations, and specific individual prospects
- Follow up referrals to and nominations of individuals for specific governing board opportunities
- Comply with, and suggest improvement to, recruiting service procedures to ensure program efficiency, effectiveness, and compliance with best practices
- Work continuously with Executive Director to ensure compliance with all state and federal hiring and equal opportunity laws and regulations

GENERAL QUALIFICATIONS & OTHER KNOWLEDGE SKILLS & ABILITIES:

- Two years of experience in human resources in a nonprofit organization, private sector corporation, or public sector agency
- Sufficient higher education and/or industry training to meet job qualifications
- Excellent Salesforce skills, account management, database record maintenance
- Recruiting and interviewing skills
- Phone, Skype, ZOOM and online meeting platform skills
- Proficient in Microsoft Office Applications (Word, Excel, and Outlook) and shared Google files and documents
- Organizational skills and the ability to meet deadlines
- Ability to function independently and as an active team member
- Strong communication skills, both oral and written
- Manage sensitive and confidential personal and institutional information with integrity
- Reliable transportation required for out-of-office travel as required by the position

OTHER:

- Commitment to Latino community affairs and leadership development and to the mission, values, goals and success of Latinos LEAD
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations
- Perform all other duties as assigned

This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.

Learn more about Latinos LEAD: <https://www.latinosleadnow.org/>

Learn more about Latino Online Board Opportunities: <https://www.latinosleadnow.org/lobo/>