



An Equal Employment Opportunity Employer

Talent Acquisition Specialist

(Full-Time, Exempt)

Milwaukee Habitat for Humanity is a non-profit organization working to break down the barriers to safe, affordable homeownership for local families in need. By helping families become first-time homebuyers and making critical home repair affordable for existing homeowners, we empower our community. Currently, 1 in 3 Milwaukee renters spend half or more of their income on housing. As part of Habitat's team, you'll help create equitable access to homeownership, empowering local families to invest in a safe, stable place to call home.

The Talent Acquisition Specialist is a new position within our organization. The primary focus will be implementing effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for Milwaukee Habitat for Humanity. Additionally the Specialist may support the HR department in routine functions within the organization.

Duties/Responsibilities:

- Proactively sources a pipeline of qualified, potential employees.
- Develops, facilitates, and implements all phases of the recruitment process.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews, prepares interview questions and other hiring and selection materials.
- Participates in the interview process, attending and conducting interviews.
- Collaborates with the hiring manager and/or human resource department during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Maintains accurate records of active job openings and received applications.
- Attends and participates in job fairs and recruiting sessions.
- Ensures compliance with federal, state, and local employment laws and regulations, and organization policies.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Performs other duties as assigned.

Required Skills/Abilities:

- Performs their job responsibilities with integrity, professionalism, and confidentiality.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; able to provide positive, professional connections with a diverse applicant population.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.

- Proficient with Microsoft Office Suite and Google Products.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.

Qualifications:

- Bachelor's degree in Human Resources or related field.
- Minimum two years' experience in conducting all phases of the recruitment and hiring process.
- Experience in the retail environment.
- Experience recruiting entry level positions and/or driving positions.
- Experience sourcing talent through the use of social networks and community organizations.
- Experience developing and executing recruiting related marketing and branding strategies.
- Wisconsin Driver License and good driving record.
- Talent Acquisition certification through HRCI, SHRM or AIRS a plus.
- SHRM-CP, SHRM-SCP, PHR or SPHR a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Travel to various worksites.
- Must be able to lift 15 pounds at times.

Benefits include:

- Monday-Friday
- Salary based on experience
- Health, Vision, Dental, Life & Disability Insurance
- 401k
- Generous paid time off + 10 paid holidays
- Discount at Milwaukee's ReStores

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat for Humanity does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.