

Example Job Posting

Title: Recruitment Specialist

Overview of the department and position:

Our office contributes to hiring for positions across the Commonwealth. We work with our colleagues to help expedite their recruitment process, promote the work they do, and engage candidates. We are looking for a problem solver who collaborates, takes initiative, follows through on commitments, and wants to learn new things. We serve to deliver efficient, caring, and supportive services to our employees and citizens across all Secretariats. You will have a hybrid work schedule [include hybrid workdays if possible] working with a great team, candidates, Recruiters, Hiring Managers, Interns, Directors, and external recruitment partners.

Are you a creative thinker? You will have the opportunity to put your knowledge to work in coordinating and developing programs that support diversity hiring initiatives. You will use your organizational, analytical, business judgment, and communication skills to manage a fast-paced environment, offer excellent customer service, and influence your colleagues to accomplish great things in public service. The responsibilities of the job (provide the top key responsibilities, no more than 8, and include what percentage of their time will be focused on those duties (100% maximum) with the understanding that the percentages will fluctuate during peak periods.

Your key responsibilities include:

- **Talent Acquisition Operations:** You will rely on your professional knowledge by sourcing, interviewing, and recommending candidates. Coordinate recruitment support with Secretariat Recruiters and Hiring Managers. Attend in-person and virtual career fairs. [50%]
- **Program Coordination & Facilitation:** You will coordinate and facilitate programs that yield new candidates. Prepare presentations, research, and develop strategies to promote the programs. [15%]
- **Recruitment Advertising and Promotion:** You will prepare recruitment announcements, participate in job fairs, and manage our recruitment social media feeds. [15%]
- **Report Generation and Analysis:** You will help process reports, analyze information, and issue emails to follow up on information. [15%]
- **Perform other duties as assigned:** Participate on committees, project teams, [5%]