

POSITION DESCRIPTION

Title: Recruiting Coordinator
Category: Non-Exempt - Part-time / Temporary
Reports to: Director, Human Resources
Location: Kansas City, MO

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

Summary

The Recruiting Coordinator provides administrative support to assist with the flow of candidates through the full-cycle recruitment and hiring process. There is a high degree of interaction with candidates, hiring managers and other partners. The position reports to the Director of Human Resources and is located in our new office in the Crossroads District in Kansas City, MO. This is a part-time, contract position with a flexible schedule of approximately 15-20 hours per week.

Key Responsibilities

- Posts job descriptions on websites and other sources, ensuring proper formatting
- Coordinates telephone, Skype, and complex in-person interviews across multiple time zones
- Books conference rooms
- Plans and books travel arrangements and other accommodations for candidates
- Sends confirmation communications to candidates and internal interview teams
- Reviews and processes candidate reimbursements
- Manages data entry and monitoring of third party background checks
- Assists with pre-boarding process and documentation for new hires and transfers within the organization including relocation and temporary housing arrangements
- Maintains all electronic record keeping with a high level of integrity in accordance with audit standards
- Provides a positive experience for applicants and hiring managers while working with a sense of urgency
- Handles confidential and sensitive information pertaining to applicants and employees
- Completes special projects and other duties as needed

Skills and Competencies

- Must be comfortable working in a multi-tasking, deadline driven and professional environment with a strong sense of customer focus
- Excellent organizational skills and attention to detail
- Strong problem solving skills and ability to trouble shoot
- Exceptional communication skills

- Ability to anticipate and manage change with flexibility

Qualifications

- HS Diploma or equivalent
- 2 years of professional experience in a support role
- Intermediate to Expert skills in Microsoft Outlook
- High volume task management experience
- Prior recruiting coordination experience strongly preferred

Travel Requirement

None

Application Information

Please apply at <http://water.org/about/careers/>. Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

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