

## POSITION DESCRIPTION

Title: Contract Recruiter  
Category: Full-time, Contract  
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 Contract Recruiter is responsible for sourcing, interviewing and placing top talent within the Water.org organization. This role partners with hiring managers to fill a diverse set of domestic and international roles, ensuring that both the candidate and client have a positive experience throughout the talent acquisition process. This is a six month, full time assignment, with an option to extend based on business needs.

### Responsibilities

Lead full lifecycle recruiting from job posting through offer negotiation and pre-boarding activities, including but not limited to;

- Act as the primary liaison between candidates, hiring managers and human resources staff
- Collaborate with hiring managers and human resources to develop and execute recruiting strategies
- Build strong relationships with managers to understand hiring needs, position specifications, and parameters of search
- Proactively source and screen candidates for presentation to hiring managers
- Facilitate interview feedback and hiring discussions with interviewers and hiring managers
- Maintain required documents in accordance with policies and procedures
- Complete regular reporting to leadership on recruitment activities and metrics
- Foster applicant relationships and develop a pipeline for future positions

## Qualifications

- 5 years of full life-cycle recruiting experience
- A proactive, results-driven approach to sourcing candidates using best in class methods
- Strong interviewing, consulting and negotiation skills
- Team player that is detail-oriented and has outstanding interpersonal, written, and verbal communication skills
- Understanding of current federal/state regulations related to employment (i.e. EEOC, OFCCP)
- Proficient in Microsoft Office applications and applicant tracking systems

## Application Information

Please apply at <http://water.org/about/careers/>.

*Water.org is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.*