

Position Description

BACKGROUND:

The Workforce1 Career Center (WF1CC) system operates in coordination with the NYC Department of Small Business Services (SBS) and the New York State Department of Labor (DOL) to attract, prepare, and connect qualified candidates to job opportunities in New York City. By using a combination of recruitment expertise, industry knowledge, and skill-building services that strengthen candidates' employment prospects, Workforce1 makes strong matches for job candidates and businesses alike. WF1CC's require the attention of professionals who are able to support major change initiatives, as well as ensure the success of a demand-driven system.

The Recruitment Account Manager serves as the key generator for jobseeker recruitment and placement. He or she is responsible for sourcing, screening, and matching jobseekers with open job orders in the most efficient manner possible. As a member of the Career Center Staff, the Recruitment Account Manager works closely with the Lead Account Manager in order to effectively source and promote qualified candidates. He or she also works with vendor leadership and other stakeholders to ensure effective implementation of programs and policies that directly impact fulfillment team work and/or general center operations.

RESPONSIBILITIES:

- Implement recruitment strategy and execute it in collaboration with the rest of the Career Center staff and vendor leadership team
- Evaluates applicants by discussing job requirement and applicant qualifications with managers; interviewing applicants on consistent set of qualifications
- Efficiently and effectively fill open positions within specified timeframes
- Develop a pool of qualified candidates in advance of hiring need
- Research and recommend new sources for active candidate recruiting
- Build networks to find qualified candidates
- Develop occupational expertise in key occupations in order to ensure the knowledgeable delivery of occupation specific trainings

ESSENTIAL FUNCTIONS:

- Implement recruiting processes and initiatives
- Receive and review resumes of job applicants
- Screen applicants for job openings
- Attend job fairs, networking events and information sessions for hiring
- Develop contacts at colleges and universities
- Communicate with team regarding position openings
- Communicate with Lead Recruitment Manager regarding all postings and openings

RECOMMENDED QUALIFICATIONS:

- A baccalaureate degree from an accredited college in business or a related field is required; a Masters degree or requisite experience is preferred
- A demonstrated ability to thrive in environments with multiple stakeholders, frequent change, and diverse objectives
- Sales or marketing experience preferred
- Ability to prioritize tasks and document visits and contacts
- Excellent presentation/public speaking skills
- Excellent communication, analytical, and interpersonal skills
- Proficiency in Microsoft Office

JOB LOCATION:

Bronx, New York

POSITION TYPE:

Full-Time

TO APPLY:

Email cover letter and resume to Linda Morales-LaBoy at Lmoraleslaboy@fegs.org. Resumes without a cover letter will not be considered.