



Job Posting
Senior Recruiter (remote)
Dallas, TX or Denver, CO

Join the Project Access team and create impact in the lives of our residents. Hear from them and how their lives have changed: www.project-access.org/success-stories/

Project Access provides programs and services to over 22,500 children, families, and seniors living in affordable housing communities across the country. As an onsite service provider, we envision that all residents of affordable housing communities have the opportunity to achieve self-sufficiency and maximize their full potential. Our Core Values play a constant role in how we operate our business: Respect & Support, Empowerment, Integrity, and Teamwork & Collaboration.

This position manages the recruitment process in its entirety, from job requisition to onboarding and collaborates with leadership team to establish goals, objectives and hiring priorities. The Senior Recruiter is a strategic influencer who sees the Project Access as their customer, and the hiring manager as their partner. This position will be responsible for refining the current recruitment strategy and is critical in building a strong workforce. The ideal candidate has a strong work ethic and commitment to delivery against short and long-term recruiting goals.

What you'll be doing:

- Manages all aspects of the recruitment process including job requisition creation, scoping, sourcing, screening, interviewing, offers of employment, and onboarding.
- Collaborates with hiring department to develop firm understanding of department culture and position requirements.
- Identify talent via innovative sourcing methods for all roles. Implement new, creative recruiting ideas employing traditional and non-traditional sourcing strategies, and using proven venues to identify candidates.
- Establishes and continuously develops networks through industry contacts, university relations, association memberships, trade groups, and other sources to maximize recruitment resources.
- Educate hiring managers on interview tactics, how to create a candidate experience, and how to attract/retain talent.
- Create a new onboarding process to integrate new employees quickly and effectively
- Provides recommendations to hiring manager based on candidate qualifications, application materials, interviews, assessments, and references.
- Coordinates background investigations and verifications of educational and employment experience.
- Creates and implement diversity strategies to attract a diverse workforce for the company.
- Assists team with developing recruitment budgets and operational metrics. Tracks and reports on hiring costs, turnover, diversity, and other activity areas.
- Supports an average workload of approximately 20 concurrent requisitions.

What you'll bring to the table:

- Bachelor's degree in Human Resources or related field
- 3-4 years of full-cycle recruiting experience; experience in social services a plus.
- Excellent verbal and written communication skills.
- Proven utilization of multiple sourcing avenues for varied levels of talent.
- Discreet, respectful, and caring with confidential information; mindful of external reputation.

- Experience with internal and external recruitment tools; experience with ADP Workforce a plus.
- Proficient with Microsoft Office Suite.
- Valid Driver's License, clean driving record, and current automobile insurance
- Successful completion of background check
- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing.

Work at home requirements:

- Must have Ethernet Cable to plug into the Modem directly (Cannot plug into a router)
- High-Speed Cable Internet with At Least 25 Mbps Download Speed and 3 Mbps Upload Speed (No Satellite, Hotspot, Wireless Carrier Internet)
- Quiet, Secured Workspace
- Equipment that will be provided for this position only (Computer Tower, Monitor, Headset, Cables for Computer & Monitors, Webcam, Keyboard, Mouse, printer)

The details:

- **Classification/FLSA:** This is full-time, exempt position
- **Work location:** Virtual, remote work to be based in either Dallas, TX or Denver, CO
- **Benefits offered:** Project Access pays 100% of the employee's medical, dental, group life insurance, short term disability insurance, and EAP premiums; provides Paid Time Off, 13 paid Holidays, and a Safe Harbor 401(k) with 4% company match. Vision and Voluntary Life Insurance is available at employee cost.

TO APPLY please submit a cover letter with your resume to humanresources@project-access.org. Your cover letter is to summarize how your qualifications and interest meet the position requirements. **Only submissions with a cover letter will be considered.**

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Equal Opportunity: Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.