

Human Resources Recruiter

Location: Long Island, East End

Life's WORC offers a comprehensive benefits package including:

- Affordable medical and dental insurance
- Tuition and Textbook reimbursement
- Company Match 403(b) program
- Generous paid time off and paid holidays

Life's WORC is committed to hiring diverse talent & creating a culture of equity. We are an EEO Employer.

QUALIFICATIONS

- High School diploma or equivalent required, college degree in progress
- Community outreach experience a plus, with the ability to represent the Agency in a professional manner
- Prior general HR or recruitment experience a plus
- Proficient in Excel, WORD, Outlook and social media platforms
- Ability to work a flexible work week as needed
- Valid driver's license (any state)
- Ability to travel during flexible hours in Queens, Nassau and Suffolk counties for special events

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Attend job, college & Department of Labor recruitment fairs
- Distribute advertisements for recruitment events at community locales surrounding program sites
- Maintain a current list of contacts & locations of community sites where recruitment can take place
- Meet with community liaisons and college representatives as part of our recruitment strategy
- Visit programs and meet with new hires to conduct a "Retention Audit", then communicate findings with the program director
- Screen & communicate with applicants and conduct remote interview

Human Resources Recruiter, for immediate consideration, please email employment@lifesworc.org or **call to speak to a recruiter at 516.741.9000! We look forward to meeting you! An EOE m/f/d/v**