



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Recruitment Manager

**OPEN:** Immediately

**LOCATION:** Washington, DC

**CLOSE:** Until filled

**CONTACT:** Deputy Vice President,  
Human Resources

**SALARY:** Commensurate with experience

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### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The Recruitment Manager will be part of the HR team and will need a strong background in leading the full lifecycle of recruiting, to include screening and rating candidates, drafting accurate job descriptions, developing hiring criteria, and leveraging social networks and industry communities to build a strong pipeline of in-demand candidates. This position will partner with hiring managers and offer guidance around recruitment approaches and strategies, while building and maintaining effective communication throughout the process. The Manager will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent. While recruitment will be the primary focus, they will also have a strong desire to learn other areas of HR to lend a hand in the day-to-day operations of the HR function, specifically surrounding onboarding activities. The Recruitment Manager will report to the Deputy Vice President of Human Resources and will be based in Washington, DC.

### RESPONSIBILITIES

- Drive and manage full lifecycle recruitment process; including but not limited to, creating job postings, sourcing, screening, reference checking, presenting jobs offers, and

managing back-office applicant tracking.

- Assist and provide feedback on selection and implementation of an Applicant Tracking system.
- Leverage knowledge of role to design the required competencies, skills and experience required for success to more effectively market, screen, and present candidates to opportunities.
- Improve the effectiveness of sourcing strategies and build a growing and diverse candidate pipeline through creative research and digital outreach.
- Ensure an exceptional hiring experience by maintaining ongoing engagement with hiring managers and candidates on opportunity status to move process along.
- Partner with hiring managers to identify effective sourcing strategies with the objective of presenting three to five qualified candidates for each opening.
- Initiate a variety of search techniques (internet, social networking, personal networking, etc.) to identify passive candidates.
- Report weekly on candidate activity for management transparency.
- Ensure hiring manager adherence to all hiring processes.
- Identify/clarify hiring specifications, ensure accurate and detailed job descriptions, and develop compelling job announcements to attract candidates.
- Ensure data integrity is accurately maintained by creating and reviewing various standard and/or tailored HR reports on a regular basis.
- Recommend new approaches, policies, and procedures to affect continual improvements in efficiency of component and services performed.
- Ensure compliance with all federal, state, and local employment laws.
- Assist team with day-to-day HR operations as needed.

## **QUALIFICATIONS**

### **Education & Experience**

- Bachelor's degree in any substantive field is acceptable, preferably in human resources, business administration or a closely related discipline. Additional years of experience may be substituted for the bachelor's degree.
- Six (6) to Eight (8) years of recruiting experience with mix of agency and nonprofit recruiting experience a plus.
- High volume recruiting experience preferred.
- Proven success managing full lifecycle recruitment efforts for multiple and diverse hiring managers.
- PHR, SPHR, SHRM-CP, or SHRM-SCP preferred.
- HRIS, ATS software experience/management required.

### **Skills & Abilities**

- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respeto, Accountability).
- Commitment to the U.S. Latino community, Latino nonprofit organizations, and the

Latino market.

- At a minimum, intermediate level expertise in MS 365 Suite (Excel, Word, One Note, Teams, SharePoint).
- Ability to communicate and collaborate proactively and effectively with peers, supervisors, and colleagues.
- Ability to proactively execute and work with an agile approach, focused on meeting deadlines with quality and accuracy.
- Excellent communication skills (listening, oral, and written).
- Superior multitasking skills and the ability to prioritize projects to meet deadlines
- Proven strong problem-solving skills.
- Commitment to excellence and high standards.
- Acute attention to detail.
- Ability to work independently and as a member of various teams and committees.
- Experience with Microsoft Outlook, Word, Excel, and PowerPoint software, a must
- Experience with ADP Workforce Now Systems a plus.
- Experience using an applicant tracking system as well as LinkedIn, Facebook, and other social recruiting platforms.
- Previous payroll experience a plus.
- Familiarity with the U.S. Latino community, Latino nonprofit organizations, and the Latino market and consumer a plus.
- Bilingual (Spanish-English) skills a plus.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

**Please note:** Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

**SEND COVER LETTER AND RÉSUMÉ TO:**

**UnidosUS**

[hmail@unidosus.org](mailto:hmail@unidosus.org)

**Subject Line:** Recruitment Manager

**Attn:** Deputy Vice President, Human Resources

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*