



## TALENT ACQUISITION COORDINATOR

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**Position Status:** Non-Exempt  
**Reports To:** Talent Acquisition Manager  
**Effective Date:** 01/23/23  
**Revised Date:** 08/27/24  
**Job Level:** S3

### POSITION SUMMARY

Under limited supervision, this position:

1. Performs technical and administrative tasks in support of Talent Acquisition (TA) functions and recruitment activities
2. Performs a variety of general administrative support tasks
3. Performs other duties as assigned

### RESPONSIBILITIES

1. Performs technical and administrative tasks in support of Talent Acquisition (TA) functions and recruitment activities, with duties including but not limited to:
  - Performing administrative and technical tasks to support Recruiters along the lifecycle of a recruitment from intake planning meeting to candidate offer
  - Representing the Alliance as an employer and ensuring candidates and employees have a positive experience in their interactions with the TA Unit by communicating accurately and timely, serving as a technical resource to candidates, noting candidate feedback, and making recommendations for process improvements
  - Acting as the primary point of contact for incoming inquiries, issues, and requests from job applicants, employees, and the public related to talent acquisition activities, and routing or escalating inquiries to other resources, as appropriate
  - Scheduling phone screens, panel interviews, and reference checks in collaboration with interview panel members and other administrative staff across the organization
  - Attending recruitment planning meetings with the Recruiter and hiring supervisor, taking notes, and tracking action items
  - Utilizing the applicant tracking system (ATS) to build and post job openings, enter interview questions to configure scorecards, and process hiring actions
  - Drafting and posting job announcements and recruitment advertising text
  - Updating and creating new candidate communication content, including email templates and text messages, and configuring communication automation
  - Coordinating, updating, posting, and distributing the weekly TA announcement by gathering and compiling information regarding current recruitments
  - Representing the organization at virtual and in-person career events to build awareness of the Alliance as an employer
  - Leading New Employee Orientation, as assigned
  - May assist with submitting background screens and monitoring results and status to ensure timely completion and tracking the submission of necessary documentation, such as pre-employment health screens and outside employment request forms
  - May assist with conducting phone screening of applicants and candidate reference checks

2. Performs a variety of general administrative support tasks, with duties including but not limited to:
  - Participating in the development and revision of workflows, work instructions, policies and procedures, and other program documents, ensuring that they remain up-to-date
  - Assisting with the development and facilitation of training related to areas of assignment
  - Designing and maintaining record-keeping systems, processes, documents, templates, charts, and forms and performing filing of hard and soft copy documents and records
  - Assisting with special projects, including providing administrative support, scheduling, and performing basic project coordination
  - Assisting with routine research, gathering evaluating, and compiling information and data, preparing summary reports, and presenting information and recommendations
  - Preparing written materials, forms, and correspondence
  - Collecting and entering data into various systems, proofreading and auditing data and information, and making needed corrections
  - Assisting with the development of orientation and training materials related to TA activities and programs
  - Performing general administrative support, such as printing and distributing materials, formatting presentations and documents, updating calendars, and making travel arrangements
  - Attending meetings and participating on committees or project teams, as assigned
  - Assisting with scheduling meetings and with email and voicemail management, as needed
  - Acting as a backup for the other Talent Acquisition roles, as needed
  - Providing administrative and technical support to the TA Manager and Lead Recruiter, as assigned
  
3. Performs other duties as assigned

## EDUCATION AND EXPERIENCE

- High school diploma or equivalent and a minimum of four years of experience performing administrative or technical support in a Human Resources environment, including a minimum of two years of experience supporting talent acquisition activities (an Associate's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the basic principles and practices of human resources administration and talent acquisition, including the functions of applicant tracking systems
- Working knowledge of the functions of
- Working knowledge of applicable federal and state laws related to recruitment and selection and equal employment opportunity
- Working knowledge of the basic principles and practices of recruitment and selection
- Working knowledge of the methods and techniques of data entry and data auditing
- Working knowledge of the principles and practices of customer service
- Working knowledge of and proficiency in the use of Windows based PC systems and Microsoft Word, Excel, Outlook, and PowerPoint
- Some knowledge of the basic principles and practices of project planning and coordination
- Some knowledge of the methods and techniques of research, evaluation, and reporting

- Ability to gather and evaluate information and data, reach logical and sound conclusions, and make recommendations for action
- Ability to identify and resolve issues in a timely manner, make sound decisions within established guidelines, and recognize matters requiring escalation to a higher-level staff member
- Ability to enter, proofread, verify, evaluate, and audit data, and identify data anomalies
- Ability to produce organized, accurate, and detail-oriented work and maintain accurate records
- Ability to quickly learn and navigate Alliance software programs and database systems and perform accurate and timely data entry into multiple systems
- Ability to organize work, manage multiple tasks, establish priorities, adjust to changing priorities, and meet deadlines
- Ability to learn and apply more complex principles, practices, techniques, and regulations related to assigned responsibilities
- Ability to assist with the development and maintenance of workflows, work instructions, policies and procedures, training and orientation materials, and other program documents
- Ability to develop and organize recordkeeping systems and maintain accurate records
- Ability to exercise tact and diplomacy and demonstrate strong customer service skills when communicating in person, in writing, and by phone
- Ability to address difficult situations in a constructive manner and adjust communication style to be understood
- Ability to work collaboratively with a wide variety of individuals at all levels of the organization and with contracted or prospective vendors
- Ability to coordinate basic projects
- Ability to deliver presentations and training to a variety of audiences
- Ability to demonstrate flexibility, anticipate needs, exercise resourcefulness in developing solutions, identify improvements to existing practices, and effectively adapt to change
- Ability to work independently with minimal supervision and as a member of a team

#### DESIRABLE QUALIFICATIONS

- Bachelor's degree in Human Resources, Business, Social Science, or a related field
- Experience working in a non-profit, healthcare, or public sector environment
- Working knowledge of Visio, Adobe Professional, SharePoint, Greenhouse, Smartsheet or Grayscale

#### WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to work effectively in a remote work environment
- Ability to travel to different locations in the course of work
- Possession and ongoing maintenance of a valid Driver's License, transportation, and automobile liability insurance in limits acceptable to the Alliance

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*This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.*