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## Recruitment Specialist Job Description

### POSITION OVERVIEW

WDI Recruitment Specialists will work as part of a team responsible to recruiting candidate for training programs.

### RESPONSIBILITIES

- Responsible for outreach, recruitment and marketing for all Workforce Development & Education programs and initiatives statewide
- Develop strategies to source, attract, recruit and select high-quality candidates against defined criteria for multiple occupational sectors
- Project manage the recruitment operations to develop a viable applicant pool through the development of full life cycle recruitment plans
- Provide initial contact and screening for candidates
- Schedule orientation sessions (virtual or in-person)
- Identify and establish relationships with community partners to assist with recruitment.
- Work with WDI communication team to develop local marketing strategies
- Work as part of a team with program coordinators, case managers and instructors to develop an understanding of occupational sectors, strategy and talent acquisition
- Develop recruitment updates to review trends, competitive intelligence and talent demographics

### QUALIFICATIONS

- Bachelor's degree or equivalent work experience
- Experience with workforce development/education training programs preferred
- Fundamental knowledge of workforce development
- Experience identifying qualified candidates
- Working knowledge of the tools of the trade: resume databases, social networking, sourcing tools and spreadsheets (can maintain complex spreadsheets), and networking
- Experience developing collaborative relationships across multiple departments and levels
- Must be willing to travel
- Ability to deal with multiple levels of people effectively, in group and individual settings
- Demonstrate a high level of organizational skills and the ability to self-manage and prioritize a dynamic workload

**SALARY:** \$42,000

**LOCATION:** *Location: Lansing & Field Offices (Battle Creek, Detroit, Grand Rapids, Highland Park, Jackson, Kalamazoo, Muskegon, Saginaw)*

### HOW TO APPLY

Send resume to: [mgbeach@miwdi.org](mailto:mgbeach@miwdi.org)