



Position: AFA Recruitment
Specialist (Lansing)

POSITION OVERVIEW

WDI Recruitment Specialists will work as part of a team responsible for recruiting candidates 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 complete 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 the 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: \$43,500- \$45,000.00

How to Apply: Please submit a resumé and brief cover letter to work@miaflcio.org.

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Justice, Equity, Diversity, and Inclusion - EEOC

Our organization is an equal-opportunity employer, and we actively seek to build diversity among our officers, staff, and members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Women, people of color, LGBTQ, veterans, and disabled candidates are encouraged to apply.

Organization

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions representing over 1 million working people across Michigan. Our mission is to improve the lives of working families—to bring economic justice to the workplace and social justice to our state and the nation. Employees of the Michigan AFL-CIO may work in collaboration with one, or all, of our affiliated nonprofit organizations in the Federation, including:

Michigan AFL-CIO Workforce Development Institute: our affiliated 501(c)(3) nonprofit organization was established to combat economic and environmental injustice by connecting the unemployed or underemployed with the training and resources necessary to find gainful employment and transition Michigan to a cleaner, greener economy.

Michigan AFL-CIO Labor Foundation: our affiliated 501(c)(3) charitable nonprofit organization established to combat economic and social injustice by connecting the working people with resources within Michigan's charitable, educational and legal systems.

Michigan AFL-CIO Advocates: our affiliated 501(c)(4) non-profit organization was established to unite labor leaders, policymakers, and the general public to educate and advocate for policies, programs, and projects to bring economic justice to the workplace and social justice to communities across Michigan.