

## **HR/Staffing Assistant Coordinator - Full-time**

**Responsible to:** Staffing Coordinator

**Primarily relates to:** Staffing Coordinators, HR Manager, Director of Development, Directors, Program Manager, Partnership Lead

**Classification:** Volunteer

**Length of Service:** One Year

### **Position Objectives:**

- Build and maintain partnerships with diverse communities and networks
- Recruit staff personnel for all work areas throughout the year
- Assist with basic administrative functions of the staffing office
  - Data Entry
  - Update website to reflect current and upcoming staffing needs.
  - Processing staff applications

### **Position Qualifications:**

- Awareness and commitment to growing in the practice of justice: equity, diversity, and inclusion in community. Ability to relate to persons of all ages, gender, sexual orientation, racial, ethnic, and religious backgrounds.
- Detail oriented with excellent organizational and record keeping skills.
- Ability to grasp the needs of the Village and find ways to best meet those needs in light of the capabilities and limitations of staff and applicants.
- Knowledgeable of the operation, program, and ministry of Holden Village in order to promote staff openings and to orient new partners and staff to the Village.
- Demonstrated organizational ability.
- Database and computer skills necessary.
- Excellent oral and written communication, interpersonal, public speaking, and presentation skills
- Experience working with people of diverse backgrounds
- Experience working with volunteers and organizations
- Experience with recruitment

### **Position Responsibilities:**

- Staff Recruitment
  - Promote volunteer opportunities in accordance with the annual strategic outreach plan.
  - Communicate with persons requesting information and applications for staff positions.
  - Communicate with potential volunteer staff via mail, e-mail, telephone, in person, as needed.
  - Collaborate with communication staff to develop creative resources for recruiting staff, e.g. announcements, bulletin boards, social media posts, etc.
  - Manage database and regularly share relevant information, and reports with all departments
  - Evaluate staff recruitment strategy and make adjustments annually
- Staff Selection
  - Correspond, in a timely manner, with all applicants and interested parties

- o Collaborate with Staffing Coordinators regarding potential applicants and groups
- o Maintain records in a well-organized, confidential filing space and retain them in compliance with Holden's Record Retention Policy.
- Relating to Staff
  - o Provide regular check-ins with staff, groups, and leadership from the cultivated partnerships
  - o In collaboration with the Staffing Coordinators, HR Manager and Executive Director(s), develop and implement annual staff training programs that reflect the strategies and goals of Holden.
- Administrative Duties
  - o Document procedures and maintain updated Holdenstack job manual weekly.
  - o Update website to reflect current and upcoming staffing needs.
  - o Revise and update the Holdenstack manual bi-annually.

**Community Expectations:**

Every staff member commits to the terms of the staff agreement, including community engagement, sustainable engagement with our wilderness location, and hospitality for all people moving through the Village, included in the application packet.