



**Position:** Contract Recruiter  
**Location:** Remote  
**Reports to:** Chief People Officer

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### ***About SBP***

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing** SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

**Preparing** individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

**Shaping** the disaster sector's systems, policies, and programs

**Building** resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

### ***Position Summary***

The Contract Recruiter role is a temporary, three-month position that has the potential to develop into a full-time role. In this position, you will be responsible for full cycle recruitment for all open staff positions across all business functions with a focus on active recruitment. You'll meet with hiring managers to discuss role responsibilities and requirements for their open positions, manage weekly open positions reports, and provide concise updates to Chief People Officer. Active recruitment and outreach, particularly through LinkedIn Recruiter, is a large part of this role.

### ***Responsibilities***

- Engages and assesses talent against defined talent needs.
- Establishes and executes creative active recruitment strategies to find talent.
- Manages a portfolio of open positions and manages time to identify talent for open positions, interviewing and engaging candidates.
- Develops relationships with hiring managers and concisely identifies their talent needs.
- Conducts productive intake meetings, determines sourcing strategies and skill sets/behaviors needed.
- Actively engages and updates hiring managers through written and verbal communications.
- Creates a value proposition, markets jobs creatively and positions value proposition to fill open roles.
- Creates an outstanding hiring manager and candidate experience through an investment in relationships.

### **Requirements**

- High school diploma or equivalent required.
- Bachelor's degree preferred or equivalent combination of education and experience.
- 4-5 years professional level recruiting; learning interviewing and assessment practices and building/applying technique in assessing talent against defined business needs.
- Solid understanding of the roles supported and needs for experience, acumen, skills and behaviors.
- Strong business acumen.
- Broad understanding of business factors and broad knowledge of the industry.
- Solid understanding of the jobs they support and needs for experience, acumen, skills and behaviors.
- Knowledge of compensation processes and ability to create and execute offers of employment.
- Ability to identify candidate strengths and weaknesses and relevance to filling an open position (fit).
- Growing expertise through learning from others and adapting techniques.
- Partners across Human Resources and the company in order to create an outstanding candidate experience.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation.

### **Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated and curious
- High level of personal accountability.
- Align work performance with SBP's core values
- Top-notch written communication and interpersonal skills
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level
- Plan and meet deadlines
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Ability to understand and engage diverse audiences and new target markets

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*