



Goodness *grows* here

The CHILDREN'S Home

Recruiting Assistant (PT Temp Position – Time limited)

The Children's Home is a nationally accredited private, not-for-profit, multi-service/site child and family organization. We are seeking an experienced professional who can help us on a short term temporary basis (6 months or less) to administer our Executive Search process. The individual will have excellent administrative skills and attention to details. They must be able to develop and implement recruiting strategies for this position, performs searches for qualified applicants, using such sources as media advertisements, internet recruiting sources, networking, employee referrals, schedule interviews, conduct reference or background checks on job applicants, contact job applicants to inform them of the status of their applications. Maintain recruiting data. Prepare materials and updates as necessary for the Executive Search Committee. Knowledge of EEO and ADA guidelines preferred.