

## **TEMPORARY POSITION: HUMAN RESOURCES RECRUITMENT COORDINATOR**

---

### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

---

### **About the WDC:**

The Workforce Development Corporation is a 501(c)(3) not-for-profit corporation that works closely with SBS to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships. The WDC is currently looking to place a Human Resources Recruitment Coordinator at SBS.

---

### **Job Description:**

The Recruitment Coordinator will work closely with the SBS Executive Director of Human Resources and the Executive Office to support current high volume agency recruitment efforts. Under the direction of the Executive Director of Human Resources, the Recruitment Coordinator's responsibilities include, but are not limited to the following:

### **Specific Responsibilities:**

- Meet with hiring managers to assess needs and provide support drafting and revising job descriptions
- Create and maintain an applicant tracking system to capture candidate information and track outcomes
- Work closely with hiring managers across the agency to determine where positions will be posted and assist with follow-up and scheduling as needed
- Develop a system and best practices for organizing incoming candidate resumes and information and ensuring resume database is easily accessible and sharable among hiring managers
- Prepare necessary documents related to the interview and recruitment process as needed
- Participate at recruiting events as needed
- Aid in the design, development, and execution of recruitment-related project
- Provide administrative support to Human Resources department as needed

### **Preferred Skills:**

- Strong work ethic, attention to detail, and ability to complete tasks in a timely fashion with limited supervision
- Outstanding organization, writing, and communication skills
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, and MS Outlook skills
- Ability to work well in a fast-paced environment
- Ability to perform a variety of clerical duties, including but not limited to reviewing, analyzing and reconciling data from multiple sources

### **Qualifications:**

- A baccalaureate degree from an accredited college; preferably a degree in Human Resources with at least two years of experience in Recruitment
- 

### **How to Apply:**

**Salary for this position is commensurate with experience.**

To apply for this position, please email your resume and cover letter including the following subject line: Recruitment Coordinator, Human Resources to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**NOTE:** Only those candidates under consideration will be contacted.

**The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**