

<b>Job Title:</b>	Talent Sourcer (Project Coordinator – Talent Acquisition)
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule, Pay Grade 121
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Talent Office (City Hall)
<b>Immediate Supervisor:</b>	Senior HR Specialist - Talent Acquisition

### **General Description:**

The Talent Sourcer will assist in advancing Richmond Public Schools’ recruitment strategy by identifying and building diverse candidate pipelines, improving outreach and employing intentional networking techniques. This role will apply innovative sourcing techniques and social media channels to assist in building RPS’ brand from a recruitment perspective by identifying and attracting passive, as well as active candidates. The Talent Sourcer is key to our strategic goal of recruiting and retaining the best talent and ultimately positioning Richmond Public Schools as the employer of choice.

### **Essential Duties and Responsibilities:**

- Collaborate with Talent Acquisition Recruiters, School Leaders, and Hiring Managers to deeply understand requirements of a role and how it fits into the organization.
- Help to define, design and implement search strategies for pivotal and hard to fill positions, including teachers, administrator, central office leadership, and support roles.
- Strategize different ways to build talent pipelines and execute on tactical research, referral generation, events and sourcing campaigns, with a focus on increasing the diversity of our candidate pool.
- Source, engage and activate passive candidates through alternative search techniques including usage of social media channels.
- Analyze pipeline activity, conduct market and industry research to inform and develop appropriate sourcing strategies.
- Attend key local, regional and national recruitment events such as career fairs, panel discussions, conferences and networking events.
- Assist with various special projects as needed.

### **Qualifications:**

- Associates Degree or three years of recruiting experience.
- At least two years of experience in recruiting or human resources related field.
- At least two years of experience with advanced sourcing techniques (e.g. recruiting on social platforms and crafting Boolean search strings).
- At least two years of experience with HRIS systems, Applicant Tracking Systems (ATS) or Candidate Management Systems (CMS).