



We build strength, stability, self-reliance, *and* shelter.

Position Title: Temporary Recruiter

Employment Type: Part-time (25 hours/week) for 60 days.

Compensation: The hourly rate for this position is \$25/hour. A \$350 bonus payment will be made for each position successfully placed within 30 days, \$200 bonus for each successful placement between 30-60 days.

Reports to: Vice President of Operations

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a resourceful, adaptable, and collaborative individual to join our team as a Temporary Recruiter.

The Temporary Recruiter is familiar with Habitat's mission, highly communicative and solution-focused, analytical, and detail-oriented. The Temporary Recruiter has demonstrated experience in human resource recruitment (either in-house or with staffing agency) and different interview methodologies with current knowledge of recruitment/employment law, including discrimination and gender equality laws.

The Temporary Recruiter is responsible for attracting the best candidates to apply for open positions at Habitat for Humanity of Washington, D.C. and Northern Virginia. The Temporary Recruiter has strong people skills and the ability to synthesize information efficiently and work in a fast-paced environment. This position works closely with the VP of Operations and hiring managers in seeking out quality candidates, confirming their qualifications and placing them in vacant positions.

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly rate of this part-time position is \$25.00 for a maximum of 25 hours per week for a period of 60 days. The Recruiter will also receive a \$350 bonus payment for each position successfully placed within 30 days, and a \$200 bonus for each successful placement between 30-60 days.

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Phone: 202.882.4600

NOVA Office
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<https://www.habitatdcnova.org/>

About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](https://www.habitatdcnova.org).

Essential Duties

- Design and implement an overall recruitment strategy to address current and future vacancies.
- Assist with updating job descriptions and specifications for vacant positions.
- Perform position and task analysis to align job requirements and objectives.
- Assist with recruitment materials and job postings on all appropriate platforms.
- Screen candidates resumes and job applications with hiring managers.
- Conduct interviews using reliable tools/methods to filter candidates within schedule.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.
- Document, monitor and apply human resource recruitment best practices.
- Provide regular analytical recruitment updates/reports.
- Act as a point of contact during the recruitment and selection processes.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- Familiarity with Habitat's mission, programs, principles, and structure.
- Experience and success with creative applicant sourcing.

- Proven work experience as a Recruiter (either in-house or with staffing agency).
- Solid ability to conduct different types of interviews (structured, competency-based, etc).
- Up to date knowledge of recruitment/employment law, including discrimination and gender equality laws.
- Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc).
- Solid experience in Microsoft Windows and with HR software and databases.
- Excellent written and oral communication and interpersonal skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to work in a fast-paced environment and exercise excellent judgment in representing the organization.
- Must have a vehicle to travel to client locations and recruitment sites.
- Must be able to show proof of current and updated Covid-19 vaccination status and be willing to comply with all other CDC guidelines.

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary Ivy Johnson, Vice President of Operations, at Ivy.Johnson@habitatdcnova.org. Include Temporary Recruiter in the subject line. You may also apply online via our postings.

We aim to respond to all applicants within two weeks of submission.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.