



Position: Talent Manager
Reports to: Chief HR Officer
Work Location: 285 Schermerhorn Street, Brooklyn, NY
Hours: Full Time

Position Summary:

Oversee and lead agency-wide recruitment. Expand recruitment sources and build and maintain new relationships with organizations, educational institutions, and community resources. Develop and implement retention, employee engagement, and recognition strategies. Provide training and support to hiring managers.

Responsibilities:

Recruitment

- Develop recruitment strategies for positions across BCS with focused attention on hard to fill positions and large seasonal hires.
- Build relationships with hiring managers and maintain communication of hiring needs and placements. Work with managers to cultivate recruitment sources within their networks.
- Partner with BCS's External Relations and Advancement staff in marketing job openings on social media.
- Develop and maintain relationships with colleges and universities as a resource for job candidates and interns. Participate in university and other job fairs.
- Work in the community to build new relationships and sources for recruitment.
- Maintain relations with City Human Resources Administration and present candidates referred from the City to hiring managers. Participate in HRA job fairs and other events.
- Work with Applicant Tracking vendor and troubleshoot as needed.
- Supervise a HR Associate who assists with recruitment and has other HR responsibilities.
- Other responsibilities as needed.

Retention

- Work with the Chief HR Officer and program management in developing retention strategies in programs and departments throughout BCS.
- Develop staff recognition initiatives and maintain and deepen the initiatives throughout the agency. Analyze data on reasons for employment separation. Work with the Chief HR Officer in addressing concerns.
- Conduct focus group and "stay interviews" to better understand what is working well for staff as well as issues which need to be addressed.

Training

- Conduct webinars and in-person training for managers on talent topics including recruitment, screening and hiring, onboarding, retention, and recognition. Train hiring managers on new applicant tracking system.
- Stay abreast on City, State, and federal labor law as well as best practices in Talent.

Qualifications:

BA required and a minimum of five years of recruitment and talent experience. Advanced education/training in HR a plus. Experience working in non-profit organizations a plus. Excellent interpersonal, communication, and organizational skills required. Strong Microsoft Office experience (Word, PowerPoint, and Excel.)



Brooklyn Community Services

Contact:

Email Resume and Cover Letter to:

Email cover letter and resume to:

careers@wearebcs.org

In subject line write: Talent Manager