Position Announcement
Talent Acquisition Specialist

About Second Harvest of Silicon Valley
Based in Silicon Valley, Second Harvest of Silicon Valley is one of the largest food banks in the nation. Currently providing food to over a quarter million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. Second Harvest distributes nutritious food, including more fresh produce than almost any other food bank in the country, through a network of 310 nonprofit partners at 1,000 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed more hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org

About the Position
The Talent Acquisition Specialist manages the overall recruiting lifecycle for employees and the relationships between Second Harvest of Silicon Valley and temporary agencies. Primary responsibilities include sourcing, recruiting and assessing candidates, partnering with managers to develop and level job descriptions, scheduling interviews, and facilitating employee onboarding. In addition, the specialist will be the primary interface between the organization and temporary agencies.

This job might be for you if you are a:

- Brand Champion: You wholeheartedly believe in the mission of Second Harvest of Silicon Valley, can communicate that passion convincingly, and search for the same in candidates.
- Collaborator: You partner with hiring managers, interviewers, team members, finance, and human resources throughout the entire hiring process.
- Project Manager: You manage multiple, time-sensitive job opportunities and follow up regularly and often on a solid pipeline of candidates; you also expertly manage other talent projects simultaneously.
- Trusted partner: You are discreet and handle confidential information and documents with sensitivity.
- Communicator: You effectively communicate both internally to clients and leaders and externally to candidates and recruiting agencies.

Key Responsibilities

- Participate in candidate sourcing efforts, including locating and engaging passive candidates
- Review candidate applications to identify top talent and identify candidates for interviewing
- Communicate with candidates promptly and assist them when they come in for interviews
- Post job ads on internal career board and external job boards/social recruiting sites
- Utilize ATS to stay current of candidate pipeline and job opportunity status
Position Announcement
Talent Acquisition Specialist

- Send out all bulk email to candidates through ATS (e.g., confirming receipt of applications, rejection emails) and handle paperwork (e.g., offer letters)
- Participate in recruiting events
- Facilitate and report on background checks
- Prepare new hire files
- Regularly track pipeline and recruiting metrics to share with internal stakeholders
- Drive the candidate offer process
- Research, evaluate, and deliver on best-in-class, innovative, and creative sourcing strategies to create a pipeline of diverse, high caliber talent for the organization
- Focus on the candidate experience by building relationships and ensuring a positive recruiting experience that represents our culture and our core values
- Engage with third-party recruiting agencies as necessary
- Manage, maintain and educate on our applicant tracking system
- Maintain confidentiality on candidate-sensitive topics
- Manage relationships, including hiring and billing process with temporary agencies
- Perform other duties as assigned

Qualifications
- Knowledge of full-cycle recruiting processes and procedures
- Ability to use applicant tracking systems (ATS), experience with Paycom a plus
- Skilled in a variety of sourcing strategies
- Proven ability to communicate effectively via written, verbal and presentation modalities across a variety of organizational levels and candidate profiles
- Knowledge of social media methodologies for recruiting all levels of employees and contractors
- Experienced at organizing detailed staffing processes
- Ability to be a self-starter and a quick learner
- BS/BA in HR, business or a related field – or equivalent experience
- Minimum of 2 years experience in a direct recruiting or recruiting-related field

<table>
<thead>
<tr>
<th>Reports To:</th>
<th>VP HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>San Jose, CA (Cypress Center)</td>
</tr>
<tr>
<td>Hours:</td>
<td>Full time, Exempt. Regular schedule with occasional evenings and weekends</td>
</tr>
<tr>
<td>Compensation:</td>
<td>Salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 240 hours per year, ten paid holidays, and retirement plan.</td>
</tr>
</tbody>
</table>
Position Announcement
Talent Acquisition Specialist

EOE
UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

CLICK HERE TO APPLY!