



## **Talent Acquisition Specialist - Temporary** **Workforce Services Division – Business Services** **Largo, Maryland**

**Job Summary:** **Employ Prince George's (EPG)** is seeking a full time temporary (approximately 8 months) **Talent Acquisition Specialist** to be responsible for achieving staffing objectives by coordinating the transition of WIOA and Prince George's County American Job Center (AJC) customers into the Ready to Work talent pool for placement assistance by Business Services. The ideal candidate will serve as liaison between Prince George's County WIOA programming and the AJC to Business Services. The Talent Acquisition Specialist supports employer talent matching, planning & strategy, workforce segmentation, candidate relationship management, employment branding and metrics and analytics. This candidate will be energetic and self-sufficient, possessing the drive to accelerate Workforce Services efforts to align with our continued growth and industry leadership. The position requires a perspective person, who is capable of successfully identifying and sourcing talent, conducting various administrative functions, coordinating multiple entities in goal attainment, working independently to identify opportunities, as well as facilitating and implementing structured programming in a fast-paced environment.

**Key Requirements:** The ideal candidate will establish relationships with contacts of various businesses, industry representatives, community based organization, local municipalities and training providers to assist with recruiting and hiring efforts and business specific services. The candidate will coordinate and monitor transition of WIOA and Prince George's County AJC customers from career readiness services to placement services. Provides administrative and outreach assistance to connect job seekers and businesses; sources and works the AJC program staff and partners to identify training opportunities to advance the business services of Prince George's County. The candidate should be accustomed to using business tracking systems and other databases to track business outreach and outcomes, recruiting needs and selection phase, onboarding, and workforce programming. This candidate communicates with active candidates, applicants and/or program staff; meets outreach, assessment, service, and programming and placement goals.

**Qualifications:** A Bachelor's degree in related field or equivalent combination of education and work experience. (1) year of proven personnel recruitment experience preferred. (2) years of Workforce Development experience. Dedicated experience working with impoverished, under skilled, job seeking population, a plus. Requires an understanding of federal, state, and local workforce regulations; and attainment of Workforce Innovation & Opportunities Act (WIOA) regulations; Local Workforce Development Board policies, procedures, and guidance. Must be computer literate (i.e., Word, Excel, Access, Outlook).

**How to Apply:** **Qualified candidates are encouraged to submit a cover letter including salary requirements and resume to [CareerOpportunities@employpg.org](mailto:CareerOpportunities@employpg.org). Cover letters should be addressed to, ATTN: Human Resources and must include [Talent Acquisition Specialist - Temporary](#) in the subject line of your email. **EOE/AA employer.****