



Talent Acquisition Specialist **Largo, Maryland**

About Us: **Employ Prince George's** is the administrator of the Prince George's County Public Workforce System, branded as the Prince George's County American Job Center Community Network, and a workforce development service provider operating 10 workforce development programs. Through the efforts of Employ Prince George's programming and the programming operated by Prince George's County American Job Center Community Network members, Employ Prince George's manages the delivery of workforce development services to over 30,000 job seekers and 4,000 businesses annually. Services are identified by two groups, Business Services and Job Seeker Services, with the goal of partnering those services to assist job seekers gain employment and assist businesses recruit qualified talent. The complexity and amount of the workforce programs, services, and service providers managed by Employ Prince George's has led to the organization being labeled as "the bridge between job seekers and businesses" in Prince George's County. The bridge that connects job seekers and businesses is Employ Prince George's Talent Acquisition Department.

Located within the Office of the President, the Talent Acquisition Department is tasked with certifying the job readiness of job seekers, connecting job ready job seekers to business engagement staff, ensuring job seekers are matched with qualified employment opportunities, and documenting the eventual employment outcomes of the job seekers. The Talent Acquisition Department monitors these activities through multiple databases/customer relationship management platforms, the management of the Employ Prince George's Ready to Work Talent Pool (Ready to Work), and the management of the Employ Prince George's Hot Jobs Listing. Ready to Work is the pool of job ready job seekers who have graduated and/or received services from Employ Prince George's or members of the Prince George's County American Job Center Community Network. The Employ Prince George's Hot Jobs Listing is the pool of job sourced by the Prince George's County American Job Center Community Network's businesses engagement staff. The success of the Talent Acquisition Department is determined by the department's ability to certify job seekers for Ready to Work, manage the Hot Jobs Listing, match job ready job seekers to employment opportunities, input data and track talent acquisition activities, followed by analyzing all activities and outcomes for continuous improvement of Employ Prince George's and the Prince George's County American Job Center Community Network programming and operations.

Job Summary: The **Talent Acquisition Specialist** performs the day to day tasks of the Talent Acquisition Department and is responsible for leading Employ Prince George's efforts to connect job ready job seekers to employment opportunities. Under the supervision of the President, the Talent Acquisition Specialist works alongside the Division and Departments of Employ Prince George's that provide workforce development services to youth and adult job seekers to certify the job readiness of their participants and place them into Ready to Work. Simultaneously, the Talent Acquisition Specialist works alongside the business engagement staff of Employ Prince George's and the Prince George's County American Job Center Community Network to convert job orders and job leads into the Employ Prince George's Hot Jobs Listing. The Employ Prince George's Hot Jobs Listing is the pool of job openings sourced by business engagement staff of Employ Prince George's and the Prince George's County American Job Center Community Network that need to be filled within 30 days. The ultimate goal of the Talent Acquisition Specialist is to match job seekers in the Ready to Work Talent Pool to job opportunities included in the Employ Prince George's Hot Jobs Listing.

Key Requirements: Excellent oral and written communication skills and strong computer skills (Microsoft Office Suite) are required. Must have working knowledge of Microsoft Office, PowerPoint, and WordPress and must be social media savvy. Ability to write clearly and concisely. Must be able to review resumes to determine quality and grammatical accuracy. Ability to generate creative ways to attract, engage, and recruit the best candidates. Must be able to screen candidates for full understanding of availability, interest level, salary range, and basic qualifications. Ability to successfully manage multiple existing projects and deadlines with attention to detail must be demonstrable. Must be able to communicate clearly and interact comfortably with a diverse group of people in a professional manner.

Qualifications: A BA/BS degree in Business, Human Resources, Human Services or a related field is preferred or an equivalent combination of education and experience. Three or more years in Human Resources, Talent Recruitment or



Corporate Workforce Development is a plus. Knowledge of Prince George's County Human Service organizations, the Prince George's County Public Workforce System, talent recruitment strategies, and corporate workforce development strategies is highly recommended.

How to Apply: Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to CareerOpportunities@employpg.org. Cover letters should be addressed to, **ATTN: Human Resources and must include Talent Acquisition Specialist in the subject line of your email. EOE/AA employer.**
NO TELEPHONE CALLS PLEASE