



## COQUILLE INDIAN TRIBE

<b>Job Title:</b>	<b>Recruitment Specialist</b>
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Human Resources Director
<b>FLSA Status:</b>	Non-Exempt Full Time
<b>Salary Grade:</b>	\$19.30 - \$25.09
<b>Location:</b>	Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Human Resources Director, this position is the primary contact for screening, interviewing and hiring practices. The Recruitment Specialist sources candidates, screens position applicants, facilitates candidate interviews and develop appropriate job offers. The Recruitment Specialist will research, develop and implement effective recruiting strategies to attract a diverse pool of qualified and capable talent for the Coquille Indian Tribe.

The Recruitment Specialist has excellent interpersonal skills, is organized and detail-oriented, and keeps informed of hiring and internship programs. A good recruiter can assess candidates' skills, experience and relevant knowledge and compare them to job qualifications.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates internal and external recruitment activities including posting of openings, advertising, screening applications, facilitating interview panels, candidate references, coordinating site visits and crafting job offer letters.
2. Maintains a thorough understanding of the responsibilities and qualifications of existing job titles across all titles working for the Coquille Indian Tribe.
3. Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the tribe.
4. Partner with the Tribal Development Department to ensure that hiring practices align with the Tribal and Indian Preference in Employment ordinance.
5. Develop innovative, creative, and proactive recruitment/sourcing strategies to attract high quality active and passive candidates.
6. Strong understanding of the total compensation that the Coquille Indian Tribe provides to staff and the ability to appropriately explain those benefits to candidates.
7. Monitor for and respond to all messages from applicants.
8. Assists in the coordination of student interns and volunteers, including application, interview, orientation, and document acquisition.
9. Attend job fairs and recruiting events in the surrounding communities
10. Assists in maintaining and updating personnel policies related to recruitment.
11. Maintains internal and external job posting section of coquilletribe.org.
12. Maintains job advertisements on various job recruitment websites.

13. Provides consistent communication to the HR Director, ensuring that information, reports, and materials are provided to clearly describe HR activities and progress toward agreed-upon objectives.
14. Excellent oral and written communication skills, ability to maintain strict confidentiality.
15. Maintain an above-average understanding of the HRIS and other relevant systems used internally. Handle non-routine changes and communicate updates to team. Generate routine and specialized HRIS reports as requested by HR Director.
16. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Demonstrated ability to meet strict deadlines and be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Knowledge of federal and Tribal employment laws.
5. Ability to develop and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
7. Be computer literate. Exhibit a level of computer literacy sufficient to use HR Information Systems and general office software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
8. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and time-sensitive situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

#### **REQUIRED QUALIFICATIONS**

- A. High School Diploma or GED required.
- B. Minimum of five years of recruiting experience required. Health care or related tribal recruitment experience highly preferred.
- C. Knowledge of Human Resources related regulations, principles, and procedures.
- D. Effective prioritization, organizational skills, and attention to detail
- E. Proven experience in a position requiring a high level of confidentiality, personal integrity and respect for individual privacy.
- F. Experience using Paylocity is preferred.

- G. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.