

Recruiter

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

A Brief Overview

The Recruiter manages associate recruiting, volunteer, and advocate application workflows. Ensures consistent, legally compliant hiring practices. Partners with managers to execute recruitment strategies, conduct interviews and pre-screens, and administer references and background checks. Trains managers on sound recruiting practices and ensures adherence to legal regulations and organizational standards as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions.

Essential Duties

- 50% Associate Recruiting Process Administration
 - Coaches hiring managers on the recruiting process, legal requirements, and best practices.
 - Receives job requisition from manager and follows up with that manager for clarification of recruiting plan.
 - Ensures job description is current.
 - Coordinates with US Human Resources team member to acquire appropriate pay range for the position.
 - Coordinates with manager to draft job posting based on job description, and posts job announcement per recruiting plan developed with manager.
 - Processes applications and required documentation.
 - Conducts candidate pre-screens.
 - Develops and standardizes interview questions.
 - Creates interview packets.
 - Schedules and participates in interviews.
 - Runs appropriate background checks and conducts references.
 - Arranges for practical skill testing, when appropriate
 - Coordinates with US Human Resources Director to determine offer.
 - Communicates offer to candidate.
 - Coordinates with the HR Coordinator for onboarding and provides the HR Systems Coordinator with PCN information.
 - Communicates final decision to all applicants and removes postings.
 - Receives, reconciles, and pays invoices for recruiting-related services.
 - Monitors recruiting emails in the inbox.
- 15% Compliance & Best Practices
 - Ensures compliance with relevant employment laws.
 - Applies consistent hiring practices.
 - Maintains recruiting best practices.
- 10% Training & Stakeholder Support
 - Trains hiring managers on interviewing and compliance.
 - Provides recruiting guidance and tools.
- 15% Volunteer Staffing
 - Gathers information from MAF staff and departments to create job descriptions for volunteer positions.
 - Coaches staff and department leaders on processes required for volunteer staffing.
 - Communicates process to departing staff desiring to move to volunteer status.

- Gathers volunteer applications, runs appropriate background checks and references on prospective volunteers.
- 10% Advocate Staffing Support
 - Gathers advocate applications, and forwards to appropriate Advocate Manager
 - Conducts background checks.
- Additional Functions
 - Stays abreast of current employment law, best practices, and current trends in recruiting and staffing.

Qualifications

- Associate's degree preferably in Business with a Human Resources emphasis or equivalent combination of education and experience required.
- 2 years professional office experience required.
- 1 year experience staffing volunteers and/or employees required.
- 1 year general HR experience preferred.
- Professional in Human Resources (PHR) or SHRM Certified Professional within the first year preferred.

Skills

- Intermediate knowledge/understanding of regulations impacting recruiting processes, including posting job openings, prescreening resumes, conducting interviews, and running background checks.
- Intermediate ability in coaching and advising hiring managers and staff on recruitment-related regulatory compliance and best practices.
- Basic skill in developing and maintaining effective systems for tracking staffing metrics.
- Intermediate skill in Microsoft Office
- Intermediate skill in developing expertise in new software/systems.

Competencies

- Keeps his/her manager informed about progress and problems; avoids surprises.
- Ensures that regular, consistent communication takes place.
- Provides assistance, information, or other support to others, to build or maintain relationships with them.
- Listens attentively to people's ideas and concerns.
- Establishes workload priorities and consistently follows through with on time completion.
- Provides clear, professional written and verbal communication.
- Approachable and listens well.

Physical Requirements

- Frequently sitting and walking
- Occasionally standing, stooping, reaching, and crouching
- Occasionally lifting or carrying up to 25 lbs.

Starting Pay Range

\$24.12 to \$28.14 per hour DOE

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.