

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Talent Acquisition Specialist

9-month contract

JOB SUMMARY

We're seeking a Talent Acquisition Specialist to help Ometz & The Cummings Centre source, identify, screen, hire and onboard candidates for various roles in the agency.

OBJECTIVES OF THIS ROLE

- Implement end-to-end hiring processes to ensure a positive experience for candidates
- Provide input to ensure that teams consist of diverse, qualified individuals
- Devise and implement sourcing strategies, such as an employer branding initiative, to build pipelines for potential applicants
- Form close relationships with hiring managers to ensure clear expectations for candidates and interviewers
- Create a tracking system and report on KPIs

RESPONSIBILITIES

- Coordinate with hiring managers to identify staffing needs and candidate selection criteria
- Source applicants through online channels, such as LinkedIn and other professional networks
- Create job descriptions and interview questions that reflect the requirements for each position
- Compile lists of most-suitable candidates by assessing their CVs, portfolios, and references
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline
- Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders
- Provide HR Generalist support, as needed

REQUIREMENTS

- Bachelor's degree (or equivalent) in Human Resources Management or similar field
- Minimum 2 years of experience in a talent acquisition or similar role
- Experience in full-cycle recruiting, using various interview techniques and evaluation methods
- Proficiency with social media and professional networks
- Proficiency in documenting processes and keeping up with industry trends
- Ability to lead and manage multiple projects simultaneously
- Autonomous and strong organizational skills
- Excellent interpersonal and communication skills
- Ability to establish and maintain relationships with staff and management

Please submit your CV and letter of interest to HR@ometz.ca

This position requires the selected applicant to undergo vulnerable sector police check.

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.