



**Position Title:** Recruiter  
**Department:** Human Resources  
**Location:** Vallejo, California  
**Status:** Full-time, Exempt

Self-Help is a leading national community development financial institution headquartered in Durham, NC. Since 1980, Self-Help has provided over \$7 billion in financing to 146,000 families, individuals and businesses. It helps drive economic development and strengthen communities by providing responsible financial services; lending to individuals, small businesses and nonprofits; developing real estate; and promoting fair financial practices across the nation. The Self-Help family of nonprofit organizations includes Self-Help Credit Union, Self-Help Federal Credit Union, Self-Help Ventures Fund and the Center for Responsible Lending. Through its credit union network, Self-Help serves over 145,000 people in North Carolina, California, Chicago and Florida.

Learn more at [www.self-help.org](http://www.self-help.org), [www.selfhelpfcu.org](http://www.selfhelpfcu.org) and [www.responsiblelending.org](http://www.responsiblelending.org).

#### **Position Summary**

Self-Help is seeking a Recruiter to join our team in Vallejo, CA. At the direction of the HR Manager, the Recruiter is responsible for sourcing applicants and managing full cycle recruiting and associated administrative duties related to the recruitment process.

The primary responsibilities are focused on building a robust and diverse network of mission fit affiliates, organizations, and schools to source applicants across regions; full cycle recruiting of regular, temporary (internal and agency), and intern positions; researching and reviewing jobsites and social media sites, maintaining active posting list, posting positions; and negotiating and managing contracts associated with posting positions (Monster, agencies, etc.). The recruiter coordinates with hiring managers to identify strategy and drive the recruiting process, and meets regularly with their manager to disseminate information, discuss progress, and further coordinate efforts.

#### **Primary Responsibilities include:**

- Source candidates by using all established practices including:
  - Developing social media network and utilizing database strategies for effectiveness
  - Joining local professional groups and attending meetings to develop robust network of industry contacts, association memberships, and trade group affiliations as appropriate
  - Developing a bench of qualified candidates in advance of need
  - Maintaining regular contact with prospective candidates
  - Developing relationships with colleges; coordinating and implementing college recruiting initiatives
  - Attending career fairs for recruiting and company recognition purposes
  - Giving presentations at colleges, attending campus career center meetings, and increasing college awareness of Self-Help
  - Managing the summer internship program



- Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads
- Develop and execute recruiting strategies based on unique needs of region or team.
- Screen applicant resumes and develop a candidate pool for pre-screen interviews
- Maintain regular follow-up with hiring manager to determine the effectiveness of recruiting plans and implementation
- Drive hiring process to efficiently and effectively filling open jobs
- Maintain communication with all teams regarding new hire and onboarding across regions and departments as necessary (IT, Training & Compliance, etc.)
- Utilize best practices.
- Facilitate interview feedback and decision making meetings for hiring of exempt staff.
- Research and use new sources for active and passive recruiting
- Locate and document sources for ideal candidates
- Post open jobs
- Onboard new staff
- Assess and approve background checks and results
- Assist hiring manager with interview scheduling and planning.
- May supervise administrative staff on recruitment matters.
- Perform other duties as may be deemed necessary.

#### **Minimum Qualifications**

- A Bachelor's degree or equivalent related experience
- Minimum of five (5) years of progressively more responsible work in Human Resources
- 3 – 5 years of experience as a recruiter (in-house recruiter or staffing agency recruiter)
- Hands-on experience with recruiting software and/or HRIS systems.
- Strong commitment to the Self-Help mission – creating economic opportunity for traditionally underserved communities.
- Strong understanding of cultural competency
- Preference for working in organizations that place priority on teamwork and collaboration
- Ability to travel up to 50% of time
- Tech savvy and experienced with recruiting using a variety of social media tools
- Excellent communication and interpersonal skills.
- Excellent organizational skills.
- Strong teamwork and collaboration skills are a must.
- Experience in the financial industry and/or the non-profit community development sector a plus.
- Familiarity with the *Targeted Selection* or other behavioral-based hiring process is also a plus.

#### **Desired Qualifications**

- Degree in HR or tech field w/HR emphasis
- PHR or C/SPHR
- English/Spanish fluency
- Experience in the financial industry and/or the non-profit community development sector
- Familiarity with Targeted Selection or other behavioral based hiring process



### **Core Values**

- In addition to the above, the successful candidate must exemplify Self-Help's Core Values:
  - Mission Before Self – We always seek to put our mission and the communities we serve first.
  - Service with Excellence – We strive to provide exceptional service
  - Embracing and Promoting Change – We recognize that change is essential and can be hard.
  - Results, Not Credit – We encourage teamwork and collaboration focused on results.
  - Diversity as Strength – We value diverse perspectives, skills, and backgrounds as core strengths.
  - Financial Sustainability for Mission Impact – We build financial strength to advance and sustain our work.

### **We are an equal opportunity employer:**

SHFCU is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, religion (and lack thereof), disability that can reasonably be accommodated, marital status (including domestic partner status), ancestry, nationality, national origin, family status, sex (including pregnancy, childbirth, and related medical conditions), other medical condition (physical or mental), AIDS/HIV status, genetic information, sexual identity, gender identification (including transgender status), sexual orientation, and veteran status.

### **Compensation:**

Competitive nonprofit salary, based on experience, plus a generous benefits package that includes health, dental, life insurance, flexible spending plan, retirement plan, and paid parental leave.

### **Please apply to our Human Resources Department:**

Interested individuals please send a resume and cover letter to [cahiringmanager@self-helpfcu.org](mailto:cahiringmanager@self-helpfcu.org) and reference this job, **Recruiter** in the subject line of your message.