

Marygrove Human Resources Recruiter/Assistant

OVERVIEW OF MARYGROVE

As a member of the Federation of Catholic Charities of St. Louis, and inspired by the teachings of Jesus Christ, the mission of Marygrove is to provide quality mental health services to severely disturbed children, young adults, and their families who are economically disadvantaged.

Marygrove is seeking an exceptional Human Resources Recruiter/Assistant. This position supports the Director of Human Resources by performing duties related to the recruitment, retention and training of Marygrove employees.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Coordinates recruiting program to include search initiatives, resume and phone screenings, maintains master job descriptions, reference checking; may assist managers throughout the hiring process
- Posts job postings and reviews job search websites and use of social media for potential recruits
- Maintains and tracks openings, retention of new hires, and provides analysis of recruitment and retention on monthly basis to Director of HR
- Archives applications and generates correspondence to applicants including rejection letters
- Presents training workshops for employee recruitment, interviewing skills and retention
- Analyzes and provides solutions for employee retention
- Maintains training database for all employees, schedules trainings and ensures employee training compliance
- Maintains employee file in the FamCare HR module and enters information related to employee and training information
- Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data and applying it to improve practices and outcomes
- Performs other duties as assigned by the Director of Human Resources

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Human Resources, Communications, or related field
- 5+ years recruitment focused experience
- Organizational skills required to manage a varied work schedule smoothly
- Communication skills required to communicate with supervisors, managers and other personnel as well as applicants
- Computer literate with Microsoft Office
- Be team oriented and able to work independently

To apply, please submit your cover letter, resume, and salary expectations to Cameshia Covington, Director of Human Resources, at ccovington@mgstl.org

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