



## VACANCY ANNOUNCEMENT

### Talent Acquisition Specialist

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking a **Talent Acquisition Specialist** for JobsWork! Arundel. This is a professional position that will report to the Director of the TANF and SNAP initiative requiring recipients to participate in workforce-related activities. This position is based in Annapolis and Glen Burnie, MD.

#### Position Summary

The Talent Acquisition Specialist, in partnership with WIOA Business Solutions, will develop partnerships with the business community to promote client placement and maintain ongoing contacts between clients and businesses to ensure job retention. The Talent Acquisition Specialist will work collaboratively with the JWA Career Coaches and other AAWDC business-facing staff to identify potential clients that are job ready with the occupational skills required by the business. The Talent Acquisition Specialist will ensure clients are placed in high-growth industries and in-demand occupations and will prepare clients with resume review and interview coaching. The Talent Acquisition Specialist will work with clients who are in training to identifying employment opportunities post-training. Responsibilities include coaching, training support, and performance monitoring in the initial stages of employment and maintaining open communication with businesses and supervisors.

The Talent Acquisition Specialist is expected to maintain current knowledge of changes in the field and the job market and work closely with internal and external partners to develop innovative initiatives that reflect the highest standards of workforce employment and training practices. The Talent Acquisition Specialist is responsible for meeting performance goals prescribed by the JWA initiative, along with related contractual obligations and expectations.

#### Required Knowledge and Abilities

##### Education

B.A. degree in human resources, recruitment, and human services, education or related field is required. M.A. is preferred. In exceptional cases, two years of directly related experience, in addition to the experience requirement below, may be considered in lieu of degree attainment.

##### Experience and Knowledge

Minimum of two years of recruitment/employment service experience to include client assessment is required. Demonstrated success in placing clients into employment opportunities. Knowledge of labor market information and employment trends in high-growth industries required. Considerable knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Experience in preparing and conducting client workshops and business presentations is required.

##### Skills and Certifications

Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable. Knowledge Salesforce Application or other customer-tracking databases preferable. The position requires excellent organizational skills to include the ability to prioritize work, meet targeted goals, and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and client outcomes must be verifiable through references.

**To Apply:** Send cover letter with salary requirements and resume to [jobs@aaawdc.org](mailto:jobs@aaawdc.org) by March 24, 2017.

No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.

***Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer.***