



**JOB ANNOUNCEMENT
TALENT CONSULTANT I**

ORGANIZATION

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. AAWDC is seeking Talent Consultant I for our Maryland Tech Connection Initiative.

OVERVIEW OF RESPONSIBILITIES

The Talent Consultant I recruits and connects qualified and skilled candidates to opportunities that align with employment and/or a career pathway. This effort includes more immediate direct placements to meet the needs of a business or as part of an initiative talent pool to meet the needs of industry in the near-term future. The Talent Consultant I understands the labor market as well as industry career pathways. The Talent Consultant I works with the Career Navigation Specialist and Industry Consultant IIs to ensure candidates are job-ready by preparing candidates for interviews, reviewing and providing input on resumes and developing essential workplace skills and cultural fit as required by businesses. Talent Consultant I works with businesses to identify solutions that align the jobseeker to the job, using workforce development strategies which include learning models. The Talent Consultant I works with Talent Consultant IIs to implement and execute pre-negotiated engagement strategies with businesses. Talent Consultant I work with Talent Consultant IIs to present job-ready candidates to engaged business partners. Talent Consultant I expertly leverages and engages on multiple online platforms to raise awareness about job-ready candidates and/or source new talent directly for the business and/or to expand the talent pool of the initiative. Talent Consultant I refers potential business partners to Talent Consultant IIs. Talent Consultant I has strong attention to detail in tracking and reporting. Talent Consultant I represents AAWDC in the business community and collaborates with all AAWDC business-facing staff.

POSITION REQUIREMENTS

- Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and training facilities to assist with recruitment and hiring efforts.
- Develops recruitment strategies for businesses; which may include job posting optimization, digital and non-digital employment marketing; comprehensive recruitment campaign planning and talent planning.
- Identifies and sources appropriate talent from candidate pool for current open positions with area businesses.
- Identifies future talent needs and proactively and creatively recruits, sources and tracks success of efforts. To develop a talent pool that matches any initiative(s) eligibility criteria as applicable through digital and non-digital media.
- Manages the recruitment process for businesses and life-cycle, including initial assessments, interviews, offers and, as part of a team with TDSs, follow-up to ensure placement success for the business.
- Develops employer recruitment and hiring programs/events.
- Uses applicant tracking systems and other databases to track applicants through initial initiative screening implemented by this position to selection phase to onboarding/early retention.
- Develops tools to capture data for significant efforts, such as recruitment campaigns or hiring events to assess success. Analyzes and adapts future iterations to improve outcomes.

POSITION REQUIREMENTS – (Continued)

- Conducts phone and in-person screenings. Monitors and coaches candidates throughout the interview and placement/early retention process.
- Based on feedback from the business and own assessment, engages TCs or Industry Consultant IIs as needed to increase the skills of candidates for better placement success.
- Regularly shares lessons learned and best practices with others in AAWDC doing similar work.
- Other duties as assigned.

Skills and Certifications

This position requires the ability to successfully identify, source and drive recruitment and placement of talent. Must be a self-starter and lead collaborative efforts with internal and external partners. S/he has experience working with the business community with an emphasis on talent acquisition. Demonstrated ability to identify candidates through a multitude of sources including digital and non-digital means, including social media and job boards. Review of resume and employment preparation. Highly analytical, perceptive, curious and with sound judgment. Proactive attitude and problem-solving ability. Excellent written and verbal communication and customer service skills. Strong organizational skills with great attention to detail. Ability to work individually and within a highly collaborative team environment. The position requires intermediate skills in Microsoft Office Suite, to include Excel and Outlook, excellent written and verbal communication and customer service skills.

Education Background

BA/BS human resources or related discipline. At least 3 to 5 years of recruitment experience.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

AAWDC is driven by three core values in ensuring which guide Anne Arundel County is the best place to live, work and start a business. Our values guide the way that we work with business, job seekers, and partners.

- **Innovation:** AAWDC exercises creativity and vision to drive purposeful change that impacts both business and job seekers.
- **Collaboration:** AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximizes impact.
- **Excellence:** AAWDC is a premier workforce provider delivering products and services that lead to meaningful results.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by Friday, October 12, 2018.

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

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