

Associate HR Director
Location: Arlington VA
Status: Exempt

Associate Human Resources Director will assist with the day to day HR management for an office of 120 employees the majority of which are off site in VA. The Associate HR Director will develop and implement strategies for recruiting and retaining employees. The Associate HR Director is responsible for providing management and leadership regarding strategic direction and day-to-day operational activities. The person will also oversee the internship programs throughout the sites. The Associate Director will have exposure to contemporary human resources best practices, familiarity with applicant tracking systems, excellent organization and project management skills, change management expertise, and will be skilled in relationship-building. This position plays a key role on a small HR team, providing guidance and support to senior managers, supervisors and front-line staff on a wide variety of business initiatives including performance management, organization development, employee relations/investigations, training/development and compensation. The Associate HR Director must be effective in building strong relationships across the organization.

Major Responsibilities include:

- Design and ensure implementation of high-quality recruitment, interviewing, selection and onboarding processes. Partner with department hiring teams and senior leadership to develop role profiles, understand the talent landscape, formulate recruitment strategies and execute sourcing plans to identify and attract qualified candidates for interviews in a timely manner, at the most efficient cost.
- Manage external recruiting sources, vendor agreements, needs assessments, candidate submission. Represent CCDA recruiting in job fairs as needed
- Ensure timely communication with candidates, hiring managers, Program Directors, Directors on recruiting process and pending needs
- Coordinates all recruiting activities including updating job descriptions, posting position openings, maintaining Jobvite (ATS), participating in interviews, and conducting reference checks.
- Complete monthly turnover tracking and analysis for executive management
- Assist with our Salary Survey/Compensatory Study every 2-3 years
- Develop and manage the Internship Program
- Assists senior management with special HR projects including research and surveys
- Manages JobVite (Applicant tracking system) Point of contact for JobVite
- Consult with leaders and guide decision-making key areas such as performance management and coaching
- Run queries and prepare various reports as requested by management including annual government reports-EEO1 and Vets 4212 (formerly Vets 100), and the annual USCCB comprehensive report.

Experience & Skills Required:

Bachelor's degree in Human Resources and/or HR professional certification.
7+ years' experience in HR functions preferred
Strong team-building skills
Excellent communication skills
Proficient in MS Word and Excel

4+ yrs. in recruitment experience

Must be willing to periodically travel locally to multiple offices

Strong experience with JobVite or another Applicant Tracking System and other relevant software, such as Microsoft Office Suite

Expertise in employee investigations

Excellent customer services skills

Please send cover letter with salary requirements and resume to jobs@ccda.net.