

HR Business Partner

Location: Arlington VA

Status: Exempt

The Human Resources Business Partner will assist with the day to day Human Resources management for an office of 120 employees, the majority of which are off site in various locations in Northern VA. The HR Business Partner will develop and implement strategies for recruiting and retaining employees. The HR Business Partner is responsible for providing management and leadership regarding strategic direction and day-to-day operational activities. This person will oversee the internship programs throughout the sites. The HR Business Partner will have exposure to contemporary human resources best practices, experience 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 managers, supervisors and front-line staff on a wide variety of business initiatives including performance management, organization development, training/development and compensation. The HR Business Partner 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 program 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.
- Manage external recruiting sources, vendor agreements, needs assessments, candidate submission.
- Ensure timely communication with candidates, hiring managers, Program Directors, Directors on recruiting process and pending needs
- Together with the HR Generalist will coordinate 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 the executive management team
- Assist senior management with special HR projects including research and surveys
- Manage JobVite (Applicant tracking system) Point of contact for JobVite
- 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.

5+ years' experience in HR functions preferred

Strong team-building skills

Excellent communication skills

Proficient in Microsoft Office

4+ yrs. experience in recruitment experience

Must be willing to periodically travel locally to program offices

Strong experience with JobVite or another Applicant Tracking System

Excellent customer services skills

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

Benefits: vacation, sick, Federal and Catholic Holidays, medical, dental, vision. K-12 Diocesan tuition reimbursement, free parking, free shuttle to metro.