



Part-time Recruiter ***(Remote: 15 hours per week)***

Our Story

Breakthrough Autism is all about helping children with autism reach their full potential and recognizing them as the wonderful individuals that they are. A key part of our Applied Behaviour Analysis (ABA) services is making sure that families are a part of the teaching process. In fact, it's our ultimate goal to empower families with the knowledge, strategies and tools that will enable them to have more control over their children's progress and create teachable moments on their own.

About You

You consider yourself a specialist in talent attraction and acquisition. You are creative and think outside the box when it comes to sourcing talent and maintaining a healthy candidate pipeline. You pride yourself on ensuring that candidates have a positive experience throughout the screening and hiring process.

Details the Role

The Part-time Recruiter works *remotely* for approximately *fifteen (15) hours per week*, with occasional meetings at the Centre. Throughout the talent acquisition process, the Recruiter will act as an Ambassador for Breakthrough Autism, maintaining ongoing communication with both active and passive candidates. S/he is accountable for sourcing and pre-screening talent for our key role(s), ensuring that there is a healthy list of qualified candidates at all times.

Responsibilities include:

1. Sourcing high-quality candidates through various talent acquisition channels
2. Creating enticing job postings and other employer brand-related communication
3. Maintaining ongoing communication with active and passive candidates
4. Completion of pre-screening activities, including telephone interviews, to prepare short-lists
5. Assisting with interview coordination and scheduling
6. Recording and maintaining metrics related to the open positions
7. Assisting with pre-employment verifications and reference checks



Requirements

- A minimum of two years of experience with recruitment, especially with sourcing, attracting, and pre-screening candidates
- Experience working for a small business, or in the developmental / social services sector is an asset
- Excellent understanding of the Human Rights Code and other employment legislation as it relates to hiring
- Strong interpersonal skills
- Excellent computer skills including the ability to use Google Docs, MS Office Suite, social media, various recruitment tools including posting on job boards, LinkedIn, etc.
- Able to self-start and work independently
- Able to work from a remote office location using own tools and devices for communication and confidential storage of information (phone and laptop)

Interested? Please send your résumé, along with a cover letter, to careers@breakthroughautism.ca referencing code "REC-WS-APR18" in the subject line of the email. The deadline to apply is May 20, 2018.

Breakthrough Autism is committed to making the recruitment process accessible to all candidates; accommodations are available upon request. Thanks in advance to everyone who applies for this position. Please note that only applicants selected for further consideration will be contacted.