

**FLINT CULTURAL CENTER CORPORATION**

601 E Second Street  
Flint, MI 48503

**Job Posting – July 22, 2021**

**Job Title:** Recruiter  
**Location:** Flint Cultural Center Corporation Offices  
**Reports To:** Director of Human Resources  
**FLSA Status:** Exempt – Full-Time  
**Pay Range:** 55k – 60k

**GENERAL DESCRIPTION**

This position is primarily responsible for filling positions within Sloan Museum/Longway Planetarium and the FCCC Shared Services team. The position will also provide support in terms of special projects related to recruiting, i.e. I9 audits, developing an electronic onboarding system, and updating job descriptions.

**RESPONSIBILITIES**

- Work with departmental managers and supervisors to recruit viable candidates for various positions, promoting a work environment that openly embraces individuals with diverse backgrounds and experiences. This includes developing job postings, screening resumes, and developing interview questions.
- Create appropriate search strategies through the use of job boards, social media, job fairs, etc. Identify, manage, and measure the success of all recruiting strategies, including the internet and social media.
- Oversees full-cycle recruiting process, including participation in interviews, extending job offers, conducting background checks, and ensuring the completion of new hire paperwork.
- Responsible for developing supervisor training programs, with an emphasis on best practices for hiring/interview skills.
- Conducts follow-up meetings with new hires to assess their acclimation to the organization. Will also conduct Exit Interviews as needed.

**Job  
Description  
and  
Qualifications:**

**QUALIFICATIONS/SKILLS REQUIRED**

- Independent self-starter who exercises sound judgement, prioritizes, and takes ownership of tasks and responsibilities.
- Knowledge of federal and state regulations as they relate to recruiting and hiring.
- Excellent verbal and written communication skills, with an eye for detail.
- Must be comfortable using various social media platforms. Proficient in all MS Office programs, including Outlook, Word, and Excel.

**EDUCATION AND / OR EXPERIENCE**

- Bachelor’s degree in Human Resources or equivalent professional experience, required.
- 3-5 years of full-cycle recruiting experience required, preferably in a non-profit setting.
- Experience working as a part of a shared services HR team, preferred.
- Experience with various online recruiting sites as well as some experience with HRIS systems is a plus.

**Apply To:** Email cover letter, resume, and salary requirements to [hr@fcccorp.org](mailto:hr@fcccorp.org)

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**