

**Akron Zoo
Job Posting**

Talent Acquisition Specialist

The Akron Zoo is offering a truly a unique opportunity for a highly self-motivated Human Resources professional to become part of a team that delivers each day on the Zoo's stated vision "To create excitement and stir passion in every visitor to become a champion of our natural world." If you are a collaborative, motivated individual who thrives on matching talented people to awesome work opportunities, we want to speak with you!

Job Summary:

The Talent Acquisition Specialist will provide proactive leadership and direction in strategic recruitment as we prepare for a large growth trajectory. This role will research, develop, implement and execute effective talent acquisition strategies to attract a diverse pool of qualified and capable talent for the organization. As part of the People & Culture team, the Specialist will develop an in-depth understanding of all our various departmental operations and partner with hiring managers and executive leadership to address existing and anticipated staffing needs throughout the Zoo. Equally important, this role will create and lead the employment brand and candidate experience that leaves a positive, lasting impression.

Position Responsibilities:

- Manage the full-cycle recruitment process to include job description development, job posting, sourcing, interviewing, reference checks and offer negotiation. Partner with People & Culture team for collaborative support.
- Lead the sourcing and selection of full-time, part-time and seasonal positions which includes both union and non-union jobs.
- Build and maintain a network of potential candidates through proactive market research, sourcing of passive candidates and ongoing relationship management.
- Effectively network with universities and community organizations to create mutually beneficial partnerships; attend and participate in job fairs.
- Partner with the marketing department to create compelling employment branding, social media engagement and manage online recruiting efforts.
- Create and manage a high quality annual internship program throughout the organization.
- Establish strong partnerships with hiring teams to assess business needs, determine successful candidate profile / competencies and launch a thorough hiring strategy. Guide managers through the recruiting process and ensure timely communications.
- Screen, interview and prepare an ideal, diverse candidate slate for review.
- Lead the formal interview process with interview team, develop interview questions, conduct interviews; provide insight and recommendations to managers and directors for hiring decisions.
- Negotiate and extend offers to selected candidates; assist in providing a smooth transition into the organization.
- Effectively utilize the applicant tracking system as a repository of all applicant/candidate information. Ensure appropriate correspondence is sent to all job applicants.
- Ensure compliance with all federal and state employment laws and regulations as well as company policies
- Participate in onboarding activities as part of the People & Culture team

Position Qualifications:

- Bachelor's Degree in Human Resources, Marketing, Communications or similar field of study or equivalent experience preferred
- Three to five years of direct, proven experience of recruiting active/passive candidates in a highly competitive marketplace required
- CDR (Certified Diversity Recruiter) certification is highly desirable
- Superior interpersonal skills, both verbal and written
- Ability to create and implement sourcing strategies for recruitment for a variety of roles
- Proactive and independent with the ability to take initiative
- Excellent time management skills with a proven ability to meet deadlines
- Familiarity with laws, regulations and best practices applicable to hiring and recruitment
- Experienced in behavioral based interviewing and other selection methods
- Aptitude in assessing intangible aspects of candidate to determine fit with position and organizational culture
- Demonstrated ability to collaborate successfully with diverse groups of people
- Ability to work independently or as part of a team
- Enthusiastic and committed to our mission, vision and values
- Ability to travel locally to attend networking events, job fairs, etc.
- Ability to work a flexible schedule including occasional weekends, holidays and evening events

This is a full-time, salary-exempt position with benefits. Interested candidates may submit a cover letter and resume via email, mail, or fax to: Human Resources, Akron Zoo, 500 Edgewood Avenue, Akron, Ohio 44307; fax 330-374-8939; email HR@akronzoo.org. Open until filled.

The Akron Zoo is a Drug-Free Workplace and an EOE.