



Opening Date: 8/3/2018
Closing Date: Open Until Filled

Vacancy Announcement #61-18 HR Recruiter - Temporary

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Part-Time Recruiter will provide technical assistance in support of the recruitment, staffing, and classification of qualified individuals. Will source, assess and recruit candidates for openings at all levels. Implements innovative and cost effective recruiting strategies which meet the business needs. Work is performed under the supervision of the Human Resources Business Partner.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Supports the staffing and recruitment program for Events DC. Prepares notices to recruitment sources, and other materials in support of recruitment efforts. Coordinates with selecting officials to ensure that duties and qualifications of the positions are accurate and complete.
- Tracks all incoming applications for employment, both for advertised and unsolicited positions. Monitors the Careers option on the Events DC website to accept applications.
- Maintains case files on all advertised vacancies. Performs preliminary applicant screening for minimum qualifications and residency requirements. Keeps abreast of current employment opportunities at the Authority to convey information to callers and visitors.
- Responds to inquiries from job applicants regarding status of applications. Composes rejection letters for non-selected candidates who were interviewed, as necessary.
- Maintains Position Description database. Tracks all incoming classification requests.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to understand and apply Events DC personnel policies and procedures.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work well with applicants, employees, service partners, external staffing and community partners, and Events DC managers.
- Skill in data input, and selecting data elements to prepare ad hoc, regular and special reports.

ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients

CORE COMPETENCIES (ADMINISTRATIVE LINE STAFF)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND
- Five (5) years of high volume rapid recruiting experience.
- Knowledge of and experience with Microsoft Office Suite

PREFERRED QUALIFICATIONS

- Knowledge of and experience in convention, hospitality, sports & entertainment or closely related field.

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW

Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.

Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.