

Job Title: Recruiter/HR Generalist **Classification:** Regular, Full Time
Department: Admin **Reports to:** Director of Human Resources

Company Overview

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable home of their own. We serve in six counties in the bay area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities.*

Position Summary

Berkeley Food & Housing Project is rapidly expanding and looking for a stellar Recruiter/HR Generalist to help us grow. You will have proven experience recruiting high volume active and passive candidates in the social services sector. Experience managing employee issues, leave of absence, workers compensation etc a plus.

Essential Duties and Responsibilities

- Bachelors degree in Human Resources or related field preferred.
- 3-5 years experience in full cycle recruiting in the nonprofit/social services sector.
- Knowledge of federal, state, and local employment laws.
- Proficiency in Microsoft Office, email, internet, and calendaring applications. Experience with One Point HRIS and various recruitment tools and sites.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a can do and flexible attitude.
- Ability to work with minimal supervision, multitask, maintain confidentiality, and meet deadlines.
- Ability to maintain professional conduct, attitude and appearance at all times.

Special Requirements

- Must have a valid driver's license, reliable personal vehicle and clean DMV record.
- Must be able to obtain background check clearance.
- Must be able to lift or move up to 50 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, language, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-Time



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I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date