



Engaging Minds Job Description

Position: Talent Sourcing Specialist

Position Details: The Talent Sourcing Specialist position is a part-time, hourly position reporting to the President.

Company Description:

Established in 2010, Engaging Minds offers one-on-one tutoring for students in elementary through high school. Engaging Minds instructors help students develop and refine the executive function skills they need to become motivated, independent, and confident learners. Instructors teach students *how* to learn, employing a methodology that is specifically designed to instill critical thinking skills, learning strategies, and problem-solving skills that students can apply across multiple disciplines. Engaging Minds instructors take time to get to know each student and to develop a personalized learning plan to meet each student's needs. By helping students find academic success early and often, students increase self-confidence and enhance intrinsic motivation, which sets them on a path toward achieving their full potential in school and throughout their lives. In addition to one-on-one tutoring, Engaging Minds also offers professional development workshops and ongoing learning and development for adults who work in the fields of education, counseling and youth development.

Position Summary

The Talent Sourcing Specialist is responsible for building a pipeline of qualified Engaging Minds Instructor candidates and moving candidates through the beginning of the interview process.

Principle Responsibilities:

- Partner with the President to establish a sourcing strategy to attract qualified candidates.
- Source and interact with potential candidates online via job portals and Zoom, and also by telephone, text, and social media as appropriate.
- Manage the recruitment process for new Engaging Minds instructors while working in partnership with the Learning Specialists and President.
- Develop and post ads on job websites and social media (LinkedIn).
- Network to recruit active candidates and to build talent pipeline for future openings.
- Conduct initial candidate screenings.
- Qualify candidates for experience, skill, culture and core values, and motivational fit.
- Maintain timely and accurate information on all candidate interactions in the company database.
- Responsible for candidates' first impression.

Qualifications:

- A Bachelor's Degree is required
- Experience screening and evaluating candidates (preferred)
- Exceptional communication skills on the phone, in person and via email.
- Excellent time-management and organizational skills
- Ability to source creatively from sources such as job boards, associations, employee referral programs, social media, internet searches, and networking
- Experience sourcing for roles in K-12 Education, Special Education (preferred)



- Ability to develop and implement creative and investigative methods to find and attract qualified candidates

Job Type:

Part-time, ~10 hours per week

Compensation:

Commensurate with experience

How to Apply:

Send a cover letter and resume to jobs@engagingmindsonline.com with "Talent Sourcing Specialist" in the subject line. Please tell us how you heard about the job. No phone calls, please. For more information on Engaging Minds please visit our website at www.engagingmindsonline.com.

Engaging Minds is an Equal Opportunity Employer and encourages applicants from diverse backgrounds.