



JOB DESCRIPTION
Talent Acquisition and Onboarding Manager
Location: New York, NY

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking a Talent Acquisition and Onboarding Manager to join our growing Human Resources team. Reporting to the Managing Director of Human Resources, the Manager will drive and execute talent acquisition and onboarding initiatives to support NYCP's mission and meet departmental needs.

The Talent Acquisition and Onboarding Manager will be located at the East Harlem Choice Pantry location at 8 East 109th Street, New York, NY 10029, and will be expected to work in the office.

Responsibilities:

Talent Acquisition:

- Develop and manage the full life cycle recruitment and hiring protocols for all NYCP departments.
- Partner with hiring managers and other stakeholders to develop sourcing and hiring strategies using a data-driven approach.
- Work with hiring managers to understand team priorities, advise hiring managers on current market trends, interview processes, and how best to attract, retain and develop qualified candidates.
- Establish a talent acquisition strategy and toolkit to attract talent and ensure timely and quality hiring decisions throughout the recruiting process.
- Design, implement and maintain NYCP's Application Tracking System (ATS).
- Utilize the ATS to increase applicant pools' quantity, quality, reporting, and viability.
- Develop a pipeline of qualified diverse candidates through constant networking, mining, and managing of candidates and referrals.
- Screen resumes, draft job descriptions, and conduct interviews.
- Provide subject matter expertise and guidance on best practices, employment laws and regulations, and NYCP's policies.
- Employ recruitment marketing practices to convey NYCP's employer brand and drive a positive candidate experience.
- Manage temporary staffing and search firm recruiting.
- Ensure NYCP's hiring process is intentional and sensitive to Diversity, Equity, and Inclusion practices and trends.

- Pull monthly, quarterly, and annual talent acquisition reports for the ongoing success of talent acquisition efforts and initiatives.
- Participate in and lead special projects and recruiting initiatives.

Onboarding:

- Schedule, administer, track, and evaluate new hire orientation and onboarding training.
- Lead the onboarding process to connect new hires to NYCP's mission and values.
- Utilize the ATS to ensure a streamlined orientation and onboarding.
- Review and maintain new hire documentation.
- Participate in and lead special projects and onboarding initiatives.
- Other responsibilities as assigned.

Qualifications:

- A minimum of 4 years of relevant work experience.
- Bachelor's Degree.
- Commitment to helping the communities in need and NYCP's work and mission.
- Sound judgment and experience strategically advising partners.
- Proficient with Microsoft Excel and ATS software and other platforms.
- The ability to work on multiple competing priorities simultaneously and autonomously.
- Great attention to detail and organizational skills.
- Strong communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Knowledgeable of all laws and regulations for recruitment and onboarding.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
 New York Common Pantry
 8 East 109th Street
 New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status.

Pay: \$75,000 - \$80,000/annual

Benefits:

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance