



BILINGUAL HR RECRUITER

Position Title: Bilingual HR Recruiter (Virtual)

Reports to: HR Manager

Type of position: Volunteer, unpaid

Roles and Responsibilities:

- Bilingual in Spanish preferred
- Available to volunteer 3-4 days per week - (at least 6 hours per week)
- Will review/screen applications as assigned
- Schedule and conduct interviews
- Must be able to contact at least 7 applicants or conduct 3 interviews per shift (will vary day to day)
- Makes on-boarding decisions or recommendations
- Assists in distributing and collecting new volunteer paperwork
- Ability to maintain records and organize files via organization email and/or Google Drive
- Must be able to assist other team members and/or management, if needed
- Ability to attend monthly HR team meetings, **required**
- Attend quarterly individual team meeting with supervisor, **required**
- Must be able to keep track of personal volunteer hours and consistently submit to manager weekly
- Must have a Facebook account
- Must be a team player
- Perform other duties as assigned

Qualifications and Education Requirements:

- Associates Degree in Business Administration, High School Diploma or GED with administrative/clerical or HR assistant experience
- Excellent verbal and written communication skills
- Proficient in MS Office, Google Drive, Social Media and Email
- Excellent time management skills; must be able to work effectively and efficiently in a fast-paced environment.

Preferred Skills:

- 1+ year of Human Resources recruiting or HR Assistant experience
- Great interaction with both internal and external volunteers
- Experience working in a virtual environment

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