



Position Title: HR Recruiter

Reports to: HR Manager

Type of position: Volunteer, unpaid

Roles and Responsibilities:

- Review/screen applications
- Schedule and conduct interviews
- Makes on-boarding decision/makes recommendation
- Assists in distributing and collecting new volunteer paperwork
- Keep records/organize files via email and/or Google Drive
- Available to volunteer 3-4 days per week - (at least 6 hours per week)
- Contact at least 7 applicants or conduct 3 interviews per shift (**will vary day to day**)
- Assist other team members or manager, if needed
- **MUST BE A TEAM PLAYER**
- Attend monthly HR team meetings, **required**
- Attend quarterly individual team meeting with supervisor, **required**
- Keep track of volunteer hours and submit to your manager weekly
- **MUST** have a Facebook account
- Other duties may be 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 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 experience
- Experience interacting with both internal and external volunteers
- Experience working in a virtual environment

Interested applicants, forward updated resume to **hrmymiscarriagematters@gmail.com**

Miscarriage Matters, Inc.
www.MyMiscarriageMatters.org
[#833-MM-HELPS \(833-664-3577\)](tel:833-664-3577)
420 Spotsylvania Mall Drive #41242
Fredericksburg, VA 22407
Because Your Miscarriage Matters