



HR RECRUITER (VIRTUAL)

Position Title: HR Recruiter (Virtual)

Reports to: HR Manager

Type of position: Volunteer, unpaid

Responsibilities Include:

- 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 with HR manager
- Assists in distributing and collecting new volunteer paperwork
- Must be able 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 HR team meetings, **required**
- Attend individual team meetings with supervisor, **required**
- Must keep track of personal volunteer hours and submit to manager weekly
- Must have a Facebook account
- Must be a team player
- Perform other duties as assigned

Requirements:

- Associates Degree in Business Administration (preferred, not required), High School Diploma or GED with administrative/clerical or HR assistant experience
- 1+ year of Human Resource recruiting experience
- Excellent verbal, written, interpersonal communication skills and high attention to detail
- Experience working in a virtual environment
- Proficient in MS Office, Google Drive and Social Media
- Excellent time management skills; must be able to work effectively and efficiently in a fast-paced environment.

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