



**Position Title:** Human Resources Bilingual Staffing Specialist

**Program:** Administration

**Primary Purpose of the Job:**

The Human Resource Staffing Specialist will provide a full compliment of confidential, professional coordination of Human Resources Planning, Staffing, Occupational Health, Safety, and Security services. The Human Resources Staffing Specialists responsible for CentroNía's image to both external and internal clients and to ensure that the Human Resources department functions with overall integrity and efficiency, in accordance with federal, state and local laws and regulations, CentroNía's mission and CentroNía's core values.

The Human Resources Staffing Specialist must be able to build and maintain the trust and confidence of all staff, consultants and interns who work for and or with CentroNía by respecting the privacy and confidentiality of all staff, consultants and interns while balancing the interest of the organization.

**Essential Duties:**

**Staffing, Recruiting and Selection**

- Develop and maintain an updated CentroNía's Recruitment and Selection process according to equal employment opportunity (EEO-1) report annually; and affirmative action guidelines and laws. Maintain other records, reports and logos to conform EEO regulations.
- Provides training and guidance to hiring managers on policies, processes, and regulatory issues.
- Ensure efficient and effective communication between HR planning processes, management team, and the rest of the organization.
- Manage the end-to-end recruiting process flow including:
  - Requisitions, approval process and job postings
  - Applicant tracking and candidate follow-up (sending updated and timely letters among others)
  - Interview scheduling and phone screening where necessary
  - Reporting on sourcing, candidate flow, activity rates, cost per hire, and time to fill
- Conducts recruitment efforts for all exempt and nonexempt personnel, students, temporary employees and contracts; Maintain internal and external sources updated (such as universities, newspapers, contacts, among others)
- Participate in external recruitment events and maintain contact within the community (travel considerably), often to college campuses, job fairs, to search for promising job applicants, Screens, Interviews and Recommends qualified candidates for open non-exempt and exempt positions.
- Extends job offers; must be thoroughly familiar with the organization and its human resources policies in order to discuss wages, working conditions, and promotional opportunities with prospective employees.
- Recruitments, Screens, Interviews and Recommends qualified candidates for open non-exempt and exempt positions.

**Orientation**

- Conducts orientation sessions for new employees to explain personnel policies, compensation and benefit programs.
- Coordinate all staff orientation (Executive office, Communications Payroll and HR)

**Administrative**

- Executes Human Resources support activities in the recruitment process such as but not limited to pre-employment background and reference checks.
  - Document hiring processes by vacancy
  - Administrate Personnel Folder maintenance
  - Responsible for giving new employees tours and coordinate with operations and IT all CentroNía property such as; but, not limited to computers, computer codes, keys, access ID , Petty cash among others
  - Responsible for distributing Job description and Guide book tour to all new employees
  - Close out vacancies and posting
  - Send 3 months performance review, collecting 3 months performance for each employee
  - Conduct 90 days surveys
-



### **Human Resources Information System Management**

- Manipulate computer programs to process human resources information, match job seekers with job openings, and handle other human resources matters.
- Keep accurate and up to date electronic records of vacancies, applicants and candidates via ABRA Recruiting.
- Supervise Intern/ volunteer in the HRIS data entry process

### **Wellness**

- Responsible for a wide array of initiatives to enhance the wellness programs covering occupational safety and health standards and practices; health promotion and physical fitness, medical examinations, and minor health treatment, such as food service and recreation activities

### **Other Duties:**

1. Proactively serve as an effective HR client service representative including the first line of response for candidates and applicants, employee HR questions
2. Ensure that the HR department runs effectively, efficiently and with a high level of customer service
3. Effective and responsive Q&A resource for HR programs and processes including:
  - HR policies
  - Processes and deadlines for recruiting, compensation and performance management
4. Other projects as assigned
5. Participate in and support staff meetings, retreat, staff appreciation day and other forums
6. Implement and Document CentroNia policies and procedures
7. Conduct HR file audit to ensure updated and completed personnel files.
8. Inform employees of new compliances and important information

### **Required Core Competencies:**

1. Propensity for problem solving.
2. Excellent project management
3. Highly driven with a hands-on approach to getting work done
4. Good planning, time management, communication, decision making, presentation, organization, and interpersonal skills
5. Interest in a long term HR career path
6. Demonstrate self-motivation, continual learning, and initiative.
7. Practice professional and effective interpersonal communication skills.
8. Able to work independently with little to no supervision
9. Able to work in a team.
10. Proven ability to build relationships with, and influence all levels within an organization.
11. Must be able to work independently as well as develop rapport, trust, and open communication in the work environment.
12. Must possess good judgment and decision-making.
13. Must exhibit excellent written and verbal communication skills and be extremely adaptable to an ever changing environment.
14. Proactive
15. Confidentiality.
16. Flexible
17. Must have the ability to function in a stressful environment with strong deadlines.

### **Desired Attributes:**

1. Commitment to growth through attendance to professional development activities.
  2. Demonstrate flexibility in regards to schedules, sharing of tasks, and changes in the routines or plans.
  3. Ability to contribute new ideas and diverse methods of problem solving to the group.
  4. Dependability, patience, and honesty.
  5. Positive attitude towards the work.
  6. Respectful of diversity and open minded.
-



7. Helpful to others and able to work cooperatively.

**Required Experience:**

Must have two years or more years of experience in Human Resource Discipline Bilingual English/Spanish preferred

**Required Education:**

Baccalaureate degree in Human Resources, Business or related field, including, sociology, psychology, human resources or related field.

**Required Licenses:**

Human Resource Professional Certification Preferred

**Working Conditions:**

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

**Safety Hazards:**

None

**Location:**

CentroNía at Columbia Road

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:  
Human Resources Department at CentroNía or DC Bilingual Public Charter School at:

1420 Columbia Road, NW, DC 20009

[centroniajobs@centronia.org](mailto:centroniajobs@centronia.org)

[dcbilingualjobs@centronia.org](mailto:dcbilingualjobs@centronia.org)

Fax (202) 745-2562

*CentroNía and DC Bilingual PCS are equal opportunity employers.*

Benefits, including health care, retirement plan, long-term disability, and life insurance, are provided for full-time staff.

---