



## Talent Acquisition Specialist

Full-time · Temporary · Non-Unionized

**Andrew Fleck Children's Services (AFCS) is looking to hire an Experienced Talent Acquisition Specialist to lead recruitment for our growing organization.**

*In this role you will be responsible for the full-cycle recruitment of Early Learning and Care candidates for various programs of AFCS. You will partner with centre leaders to develop and implement recruitment strategies to meet their service needs by filling open positions efficiently through sourcing and selecting top talent. Andrew Fleck Children's Services (AFCS) operates 21 Early Learning and childcare programs at over 18 sites throughout the city of Ottawa. Andrew Fleck Children's Services, is a leader in Early Learning and Child Care in the City of Ottawa, and has been growing exponentially over the past several years. If you are a highly motivated individual, who is responsive to change and driven by the challenges provided in fast paced environment focused on cultivating a workforce that provides the highest quality of care and learning for children, this could be the position for you.*

**Available from:** July 26, 2021 – July 24, 2022  
**Salary:** \$28.93 – 32.52/hr ( \$52, 653- \$59,186 per annum)  
**Hours:** 35 hours per week  
**Location:** 700 Industrial (Due to the current COVID 19 Pandemic there is flexibility for partial remote work)  
**Closing date:** July 14th, 2021  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

**AFCS is following all COVID 19 processes to ensure a safe work environment for all**

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ Health Benefits through Canada Life
- ✓ Three weeks of vacation per annum
- ✓ Sick leave and special leave benefits
- ✓ Free parking on site
- ✓ Flexible scheduling
- ✓ Remote and in- Office hybrid work model in place for COVID workplace procedures
- ✓ A chance to grow – personally and professionally with a, non-profit, mid sized Early Learning and Childcare organization experiencing ongoing expansion of services
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Lead agency full spectrum of recruitment and selection initiatives reporting to the Director of Human Resources
- ✓ Working directly in partnership with the Recruiting Assistant, you will work as a team on the entire candidate lifecycle by identifying and utilizing creative sourcing strategies to attract top talent to an Early Learning and Childcare Employer.
- ✓ Creates and implements talent acquisition strategies for Early Childhood educators to develop a strong applicant pipeline of qualified candidates
- ✓ Drives the adoption of consistent recruiting, interviewing and hiring practices that support a strong candidate experience
- ✓ Contributes to current Ceridian Dayforce project implementation of recruitment software for effective implementation and regular use
- ✓ Leads the hiring strategy relating to time to fill, diversity hiring, and candidate success
- ✓ Partners with leaders in the organization to track ongoing hiring needs of the organization
- ✓ Identifies and partners with external resources to ensure hiring needs are met
- ✓ Develop a strong understanding of the Early Learning and Child Care sector to support the hiring of candidates with competencies that are critical to delivering high quality service to children and families.

To qualify for this role, you have...

- ✓ Minimum of 3-5 years of experience working in a leadership role for talent acquisition
- ✓ Bachelor's Degree in Business, with a concentration in Human Resources or equivalent
- ✓ Strong understanding of "leading market" sourcing and recruitment techniques and methods
- ✓ Excellent verbal and written communication skills
- ✓ Strong professionalism- demonstrates discretion and business acumen
- ✓ Demonstrated experience working with HRIS and recruiting software applicant tracking systems – Ceridian recruitment software knowledge preferred
- ✓ Demonstrated ability to develop successful partnerships with the Leadership team
- ✓ Excellent customer service skills
- ✓ Excellent knowledge of MS Office
- ✓ Demonstrated ability to manage a portfolio of 20 plus vacancies/requisitions at a time
- ✓ Desire to thrive in scenarios of team-based work or independent tasks; always looking to learn more and take initiative on a number of different projects and tasks
- ✓ Bilingualism preferred
- ✓ Knowledge of Early Learning and Childcare Sector an asset
- ✓ Previous experience in a recruitment role for a non-profit, education, early learning or education sector an asset

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)



APPLY TODAY!