



JOB DESCRIPTION

Position Title

Director of Talent Acquisition

Reporting To

President of the Board

Location

Calgary, Alberta

Hours per month

6-8 hours

ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

POSITION SUMMARY

The Director of Talent Acquisition is responsible for executing full cycle recruitment of staff, Board Members, and volunteers. He/she is also directly responsible for the development and implementation of the talent recruitment strategy.

DUTIES & RESPONSIBILITIES

- Determine current staffing needs and produce forecasts
- Develop talent acquisition strategies and hiring plans for Committees and Board
- Support committee leads in filling open positions and anticipate future needs
- Support committee leads in planning and conducting recruitment and selection processes (interviews, screening calls etc.)
- Develop protocol to ensure positive volunteer experience
- Assist committee leads in employee and volunteer retention and development
- Organize and/or attend career fairs and other events that provide recruitment opportunities

- Use metrics to create reports and identify areas of improvement

QUALIFICATIONS

- Graduated or enrolled in a University degree or College diploma or certificate program.
- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including the ability to use Google Apps (Docs, Sheets, Email)
- Willingness to learn about the non-profit sector