

Job Title: Recruitment Sourcing Coordinator (part-time) – Valley Transit Department

Position Summary:

The Recruitment Sourcing Coordinator supports the transit system's mission by proactively identifying and engaging qualified candidates for safety-sensitive, operational, technical, and administrative roles. This position plays a critical role in building sustainable talent pipelines to ensure uninterrupted transit operations and excellent public service delivery. This role will involve close collaboration with department managers to ensure a seamless and positive candidate experience. Work is performed under supervision of the Valley Transit General Manager.

Key Responsibilities:

- Develop and implement recruitment strategies to attract qualified candidates for transit positions.
- Develop relevant job boards, social media platforms, and community outreach channels.
- Assist hiring managers in evaluating candidates and making hiring decisions.
- Coordinate and participate in job fairs, community events, and partnerships to promote employment opportunities within the transit department.
- Support qualified candidates throughout the hiring process (application screening, answering questions, etc.).
- Monitor sourcing metrics such as pipeline health, response rates, and time-to-fill, and provide insights for continuous improvement.
- Ensure compliance with all employment laws, policies, and procedures.

Qualifications:

- Previous recruiting or HR experience, preferably in transportation, logistics, or public service sectors.
- Experience sourcing for skilled trades, transportation, operations, or safety-sensitive roles preferred.
- Proficiency with LinkedIn Recruiter, Google Job Search, and other sourcing platforms.
- Strong communication and relationship-building skills.
- Strong organizational skills and attention to detail.
- Familiarity with applicant tracking systems and HR software is a plus (e.g., NEOGOV, Workday, iCIMS).
- Commitment to equal employment opportunity.