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and work to achieve social justice.

Job Description

Position Title: JMCDC Child Development Recruiter

FLSA Status: FULL TIME, EXEMPT

Department: José Martí Child Development Centers

Reports to: JMCDC Senior Director

Pay Range: \$65,478

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

The José Martí Child Development Center (JMCDC) Human Resources (HR) Recruiter will perform administrative tasks and services to support effective and efficient operations of the organization's JMCDC and HR efforts to coordinate the recruitment and hiring of staff for El Centro de la Raza's (ECDLR) Early Child Development Centers. There are currently 4 centers with another 3 planned in the next two years.

The JMCDC Recruiter will be responsible for facilitating daily JMCDC recruitment functions for the recruitment and selecting for individuals who want to pursue a Career in early childhood development.

These duties include:

- Develop a comprehensive system, in collaboration with early childhood development coaches/trainers, for selecting candidates for an early education tuition assistance program.
- Create legally binding commitment letters that require program candidates to honor a reasonable time commitment to Jose Marti upon graduation.
- Oversee the "Stackables and the Starts" training program and track participants' progress.
- Enforce commitment agreements and ensure that individuals who default on their commitment reimburse JMCDC.
- The program candidates will be expected to work 3 years to meet their commitment.
- Support program candidates in their pursuit of Teacher positions within JMCDC, allowing them to apply before the fall of 2024 and take relevant courses while enrolled in the Stackables training program.
- Maintain regular contact with enrolled participants, offering counseling, problem-solving, and support to ensure their successful completion of the Stackables training.
- Monitor attendance of program participants and address any issues promptly, including the possibility of program removal and tuition repayment.



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- Review job applications, participate in the interview process, and conduct reference checks to identify qualified candidates.
- Collaborate closely with JMCDC department directors and HR to facilitate the recruitment and interview process.
- Assist in job postings and advertising to attract qualified candidates, supporting the recruiting lifecycle.
- Ensure compliance with legal requirements and organization policies by managing employee paperwork, files, and automated systems.
- Provide general administrative support to the Human Resources office including PAYCOM Payroll system and other related tracking systems for accountability with all City, State and Federal requirements.
- Perform any other related duties as assigned by the JMCDC Director.

This job description is not designed to contain a comprehensive listing of all regular activities, duties, or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL FUNCTIONS:

- Support the recruitment process by posting job positions, screening candidates, and participating as a member of the interviewing team.
- Coordinate interview schedules and prepare interview questions to ensure a smooth and efficient hiring process.
- Conduct reference checks, background checks, and any other necessary pre-employment screenings before candidates join the organization.
- Process personnel action and new hire information in the Paycom system.
- Prepare and maintain accurate and up-to-date personnel files, human resource files, records, and documentation specific to the child development center.
- Collaborate closely with JMCDC department directors to facilitate the recruitment and interview process.
- Assist with job postings and advertisement processes.
- Ensure compliance with legal requirements and organizational policies by maintaining employee paperwork, files, and automated systems appropriately.
- Provide general support functions within the Human Resources office, addressing inquiries, and assisting with various HR-related tasks.
- Perform any other related duties as assigned by the Senior JMCDC Director.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in relevant field, 3 years of experience in recruiting and experience in career counseling.
- Bilingual English/Spanish; required.
- Strong communication and interpersonal skills.
- Must be initiative-taking and able to work independently.



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- Ability to maintain employee confidentiality.

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite
- Working command of Excel
- Ability to learn the HRIS - Paycom payroll and HR system.

WORKING CONDITIONS:

Works in a general office environment at El Centro de la Raza. Works a minimum of 40 hours per week.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate desktop or laptop computer.
- Ability to lift up to 25 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.



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- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after you have received your six (6) month evaluation, plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistance Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Covid-19 Vaccination Requirement

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza Will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

Contact Information

To apply for this job please send your resume, cover letter and our employment application to: Hilda Magaña, Senior Site Director, Jose Marti Child Development Centers, hmagana@elcentrodelaraza.org and hr@elcentrodelaraza.org.

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

REV: 06/2023