

OPEN POSITION

Talent Acquisition and Development Partner

Human Resources Department

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Talent Acquisition and Development Partner located in our Providence, RI headquarters. In this role, you will have a direct impact on our diversity, acquisition and development strategies. As a subject matter expert in these important areas, you know how to work with HR partners, Talent Acquisition colleagues and executives to implement best practices that will engage, attract, retain and develop diverse talent.

About the role:

Talent Acquisition -

- Develops and manages full cycle recruiting, including sourcing, screening, and interviewing, paying particular attention to best practices and trends. Suggests new ideas for improving talent acquisition activities. Ensures recruiting activities identify, attract and retain diverse talent
- Support in the implementation of the AMS's Diversity & Inclusion strategy. Work with frontline managers and employees on diversity, inclusion, and engagement efforts that foster best practices. Collaborate with managers to measure and identify trends in engagement, performance, pay and retention of diverse employees. Assists in diversity and inclusion communications and activities for AMS employees
- Identifies and sources talent through multiple venues such as job boards, industry-specific sites, college and university campus job fairs and contacts, social media outlets, and other sourcing means.
- Develops relationships with professional and educational institutions to foster recruitment efforts at all levels while promoting the AMS brand and community presence. Develop, maintain and maximize relationships with community and diversity-based partner organizations and networks
- Manages and coordinates all communication with candidates as well as the scheduling and logistics of all interviews
- Conducts negotiations with desired candidates and prepares offer package. Manages the pre-employment background screening process.
- Develops and updates job descriptions and job specifications
- Develop a robust formal onboarding program to ensure new hires receive the tools, training and coaching necessary for success. Oversees the onboarding program for new hires including profile set-up in HRIS system, creating employee file, completes new hire paperwork, coordinates initial training needs, and works with IT on equipment procurement and tech training

Talent Development-

- Develops and manages an employee training and development tracking and assessment system, to assure employees are obtaining necessary skills and training for advancement in conjunction with the Director, Human Resources

We encourage you to apply if you have the following:

- Proven experience in improving diversity hiring within an organization, successful experience utilizing social media tools to deliver slate of diverse talent.
- 3-5 years of Human Resources recruiting experience required; BA or BS degree or equivalent combination of education and experience. HRCI/SHRM certification(s) preferred
- Highly developed relationship management and consulting skills; able to build relationships and credibility at all levels within an organization
- Ability to think strategically, translate strategies into actionable plans, develop performance metrics and analyze results

- Experience building business relationships with community organizations, professional associations
- Workforce Now or other HRIS experience necessary, proficiency in Excel and Word required

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

The American Mathematical Society is committed to creating a diverse environment and is proud to be an equal opportunity employer. The AMS supports equality of opportunity and treatment for all individuals, regardless of sex, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disability status, economic background, veteran, or immigration status, or any other social or physical component of their identity