

## **JOB DESCRIPTION**

**POSITION:** Senior Recruiter  
**REPORTS TO:** Chief of Human Resources  
**CLASSIFICATION:** Exempt | Full-time  
**LOCATION:** Long Beach or Avalon, CA | Hybrid  
**UPDATED:** 11/10/2024

---

## **POSITION SUMMARY**

The Senior Recruiter supports the full recruitment lifecycle, working with HR and hiring managers to meet staffing needs across Catalina Island Conservancy. This role involves sourcing, screening, interviewing, and onboarding candidates, contributing to long-term staffing strategies, and promoting the Conservancy's mission and inclusive culture to attract a diverse range of candidates. The Senior Recruiter ensures a positive, ethical candidate experience in alignment with our values.

---

## **LOCATION**

Hybrid role based in Long Beach or Avalon, CA, with ferry travel to and from Catalina Island as needed. Role will work both remotely and on-site, supporting the recruitment process and ensuring smooth hiring operations across the organization.

---

## **KEY RESPONSIBILITIES**

### **Recruitment and Talent Sourcing**

- Support full-cycle recruitment, including sourcing, screening, interviewing, and onboarding for a variety of roles
- Use job boards, social media, networking, and other sourcing strategies to attract a diverse pool of candidates, including those willing to relocate or commute to Island-based roles
- Promote Catalina Island Conservancy's mission, values, and culture to prospective candidates

### **Candidate Management and Communication**

- Maintain clear candidate communication to ensure a positive experience regardless of the outcome
- Screen resumes and applications to assess candidate qualifications and fit for the role
- Conduct interviews via phone, video, and in-person

- Partner with hiring managers and HR leadership to recommend salary, start dates, and other offer details, ensuring consistency and alignment with policies and expectations

### **Compliance and Strategic Staffing**

- Ensure all recruitment activities comply with laws and regulations
- Collaborate with hiring managers to create compliant job descriptions aligned with organizational needs
- Support HR leadership in future staffing plans and talent acquisition strategies
- Track key recruitment metrics

### **Best Practices and Onboarding**

- Prepare interview questions and other selection materials to ensure an evaluation process that is thorough, inclusive, and reflective of organizational values
- Assist in delivering training on recruitment best practices, such as interview techniques and candidate assessments
- Support the onboarding process to ensure transition for new hires

---

## **QUALIFICATIONS**

### **Skills & Abilities**

- Strong verbal and written communication skills
- Excellent interpersonal skills, with effective negotiation and relationship-building capabilities
- Ability to develop and implement strong sourcing strategies for a wide range of roles
- Self-motivated, proactive and able to take initiative with minimal oversight
- Excellent time management skills with a proven ability to meet deadlines
- High attention to detail and consistent follow-through on tasks
- Familiarity with Federal and California laws, regulations, and best practices applicable to hiring and recruitment
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment tools
- Proficient with Microsoft Office Suite and other related software
- Demonstrated ability to manage confidential information with discretion and professionalism

### **Education & Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field, and/or equivalent experience
- At least 4 years of experience in full-cycle recruitment, preferably within the nonprofit sector

- Experience using ADP applicant tracking systems a plus
- 

## COMPENSATION & BENEFITS

ESTIMATED STARTING SALARY RANGE:

\$75,000 - \$85,000 annually, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

---

## EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

---

## HOW TO APPLY

Please send a resume and cover letter to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

---

## OUR STORY

**The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.**

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy “Wildlands Ecosystems” but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island’s unique resources to people’s lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.