



January 16, 2023

## **Job Description: Senior Talent Acquisition Specialist**

### **EQiSpace – Company Mission**

- EQiSpace is a professional talent acquisition and placement firm committed to workplace racial equity at all levels. We do “HR” differently. Our mission is to create opportunity, close racial wage gaps, and build wealth for nonwhite people while increasing productivity, innovation, and profitability for racial equity employers. We do this by helping the private, public, and NGO sectors build racially equitable workplaces — with an authentic antiracist, anti-oppression and anti-harassment culture — from the ground-up.

### **Summary**

- Reporting to the CEO and serving as an integral member of the EQiSpace team, the Senior Talent Acquisition Specialist will source, recruit, and place professionals for EQiSpace clients, and develop candidate rosters to meet future labour market needs.
- The Senior Talent Acquisition Specialist will assume the following roles: 1) Recruit and place talent for EQiSpace clients; 2) Collaborate with clients and labour force experts to develop workforce, talent management, and hiring plans; and 3) Recruit, lead and mentor Talent Acquisition Specialists as EQiSpace expands.
- EQiSpace may have an initial need for recruiters with experience placing professionals in the health and financial sectors.

### **Responsibilities**

#### *Talent Recruitment and Placement*

- Oversee the full-cycle recruitment process of professionals in various professions and levels of seniority.
- Prepare candidate screening, selection, and interview criteria for clients, and organize hiring panels. Partner with the VP Antiracism to ensure equitable racial representation in placements.
- Establish an ongoing and proactive candidate roster (“pipeline”) using various sourcing methods including direct applicants, passive applicants, referrals, and social recruiting.
- Collaborate with EQiSpace senior management to expand our client base and talent rosters.

### *Workforce Projection, Talent Management and Hiring Plans*

- Develop sector and regional workforce projections and plans in consultation with the VP Policy and Research, clients, business leaders, and labour market policy makers and researchers.
- Craft talent management strategies and hiring plans for clients, which include best practices in recruitment processes and procedures.

### *Team Development/Management*

- As EQiSpace expands, recruit and lead Talent Acquisition Specialists with strong recruitment and workforce planning skills in a variety of professional fields.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to racial equity.
- Mentor and develop team members using a supportive and collaborative approach.

### **Qualifications**

- A passion for EqiSpace's mission and a commitment to racial equity, antiracism, anti-harassment principles, and working with values, ethics, and integrity.
- Bachelor's Degree with 10-15 years of Talent Acquisition experience with a focus on roles over \$100K, including executive level positions.
- Proficiency using a variety of recruitment systems and online search / sourcing tools.
- Exceptional time management and organizational skills, with the ability to work in a fast pace environment and manage multiple recruitment activities and deliverables simultaneously.
- Act as a visible change agent and transformational leader on racial equity in the HR / talent acquisition industry.
- Strong thought leadership and exceptional written, oral, interpersonal, and presentation skills; ability to communicate complex issues to EQiSpace clients, team members, senior management, Board of Directors and other stakeholders.
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills; ability to influence and engage peers.
- Self reliant, results oriented, with the ability to make decisions in a changing environment and anticipate future needs.

**Salary and Benefits:**

- Annual base salary of \$200,000US
- Profit sharing bonuses
- Business class travel
- Comprehensive health and dental package
- Unlimited paid time off (PTO), subject to performance agreements
- Antiracist, anti-harassment workplace culture
- Flexible work arrangements