



## **Recruiter Connect Assistant**

Military Spouse Corporate Career Network (MSCCN)

Corporate America Supports You (CASYS)

### **GENERAL DESCRIPTION:**

The Recruiter Connect™ Assistant is responsible for handling a variety of tasks in support of our corporate partners, our applicants, and the CASY & MSCCN Team. Working under the direction of Recruiter Connect Manager, the Recruiter Connect™ Assistant will work with other team members to ensure the successful delivery of CASY & MSCCN services to customers (corporations and applicants).

### **KEY RESPONSIBILITIES:**

- Perform job search and match for CASY & MSCCN applicants within the Gateway.
- Work with the Communication Department on marketing HotJobs on social media platforms
- Assist the Recruiter Connect™ with Job Posting, monitor of Jobs Opened and Closed
- Resumes Review and Targeting for specific jobs

### **SKILL, ABILITY AND KNOWLEDGE**

Individuals who apply for this position should have the following skills:

- Knowledge of computer programs and data entry.
- Excellent written and oral communication skills.
- Business Development.
- Good organizational skills.
- Capability to handle multiple projects at one time
- A Motivated person who can meet deadlines and effectively work virtually.
- Maintain confidentiality of work related information and materials.
- Establish and maintain effective working relationships.
- Maintain an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.





## **EDUCATION REQUIREMENTS:**

Minimum: High School Diploma or GED, Associates Degree preferred. Two to three years of customer service/administrative experience, preferably in a non-profit setting. General Human Resources and/or Workforce placement experience preferred.

## **COMPETENCIES:**

1. Being proactive and taking initiative.
2. Self-discipline to work from home in a virtual environment.
3. Home office, proper computer, and telephone equipment is required.
4. Excellent oral and written communication skills as well as organization and effective time management skills.
5. Understanding of military community, lifestyle, terminology, etc.
6. Knowledge, training, and practice of superior customer service skills.
7. Ability to conduct independent research and analyze data required.
8. Ability to handle and manage large volume of emails and phone correspondence and keep up with daily reporting in our database system.
9. Required to update all daily activity reports as instructed to do
10. Ability to work independently, maintain confidential information, multitask and follow-up with colleagues, customers/applicants, and supervisor.
11. Understanding of Independent Contractor relationships.

## **Individuals who serve this position will learn:**

- Use of HR based system, IBM 2x BrassRing, which is used by thousands of companies throughout the world to track and case manage applicants.
- Employment mapping and other human resource skills
- SQL data querying and reporting (a skill almost every company wants its employees to have)
- Networking and relationship building
- Use Kenexa Platform to do initial applicant talent match
- Connect with Recruiter Connect Lead to follow-up on matched applicants Resume progress





## COMPANY INFORMATION

Corporate America Supports You (CASYS) is a 501 (c) (3) non-profit organization whose mission is to expand employment opportunities for service members and veterans through high-touch, one-on-one employment placement assistance, focused on the use of gap skills training and targeted resume and interview assistance, LinkedIn optimization, and leveraging connections to employer partners to facilitate a smoother transition - employment process. The organization operates as employment partners to all branches of the Armed Forces through Memoranda of Understanding (MOU). All our employment and training programs are supported by solid partnerships with major corporations, job-recruiters, mid-size companies, and small businesses that provide employment opportunities for our Military-Affiliated job seekers. Our state-of-the-art applicant tracking and case management technology, built in partnership with IBM, provides real-time, verifiable tracking and outcome reports to our employment partners, Military, and donors.

Military Spouse Corporate Career Network (MSCCN) is a 501 (c) (3) non-profit organization whose mission is to expand employment opportunities for all military-affiliated spouses, retired military spouses and caregivers to war wounded heroes through high-touch, one-on-one employment placement assistance, focused on the use of gap skills training and targeted resume and interview assistance, LinkedIn optimization, and leveraging connections to employer partners to facilitate a smoother transition - employment process.

**Since 2004 CASY & MSCCN have assisted over 3 million military affiliated applicants in the areas of military employment training, career focus, employment readiness, and job placement assistance.**

## **TRAIN2HIRE - Welcome to Career Corps™**

We firmly believe in providing individuals with the right skills and training so they are successful in the work they do. Through the Career Corps Career Development Program CASY & MSCCN offers our military-affiliated job seekers training and experience using an HR applicant tracking and case management system, training on best practices in military employment, and other employability skills training that prepare the individual to work in military and military spouse employment.





## **PROGRAM DESCRIPTION:**

Our CASY and MSCCN Career Corps Development Program offers Military Spouses and Veterans, National Guard, Reserves and Transition Military Members, a laser-focused entry into the civilian workforce. This program provides current work experience, training to develop transitional skills, and recent industry experience to fill gaps in their work history and to grow professionally.

## **WHY JOIN CAREER CORPS?**

**Are you interested in learning new skills? Want to stay competitive in the space by expanding experience and knowledge? Looking for a job working in the non-profit sector?** MSCCN hires all its paid positions out of Career Corps!

**Recruiter Connect Assistant position is virtually served.**

Send resumes to Bianca Nafpliotis, Human Department Manager at [careercorps@casey-msccn.org](mailto:careercorps@casey-msccn.org)

