

**Position Title:** Staffing and Recruiting Specialist  
**Department:** Human Resources

**Join our Team!** At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

**Who we are:** The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

**Summary:** The main role of the Staffing & Recruiting Specialist is to support the Director, Human Resources with all recruiting processes and initiatives. This primarily involves working closely with all of the Authority's hiring managers to recruit and hire the best possible talent to fill open positions. This process must be completed with the goal of fulfilling the Authority's Equal Employment Opportunity (EEO) and Affirmative Action (AA) goals. Management of the recruitment and selection process occurs through the development and execution of recruiting plans and employing traditional sourcing strategies and resources. It also involves developing new, creative recruiting plans that ensure equitable and nondiscriminatory practices meeting EEO and AA guidelines, and any other applicable state and federal regulations/laws.

**Essential Functions:**

- Coordinate all recruiting duties utilizing the established department processes for both external and internal applicants.
- Conduct searches for qualified candidates by posting open positions with various job posting board and sourcing candidates through various recruitment platforms.
- Conduct background and reference checks and administer any pre-employment tests requested by hiring managers.
- Prepare salary analyses for all new hires and internal candidate promotions and job changes for review by and consultation with Director, Human Resources.
- Coordinate with other Human Resources team members in the preparation of onboarding of new employees.
- Collaborate with the Marketing & Communications Department to maintain current job postings on Authority's intranet and website.
- Partner with Authority leadership, including the Special Advisor to Equity and Inclusion, in the creation and execution of IHDA's Equity Integrated Recruiting Strategy.
- Build relationships with external stakeholders, including, but not limited to, city, college, and community placement offices, for the purpose of marketing and sourcing of diverse candidates.
- Coordinate with the Legal Department regarding revolving door, communications, tracking and reporting as well as all possible candidate conflict of interests.
- Coordinate the Authority's attendance at various job fairs and develop communications and marketing materials to provide to attendees.
- Manage the Authority's Employee Referral Program.
- Maintain various recruiting procedure documents and spreadsheets and update such documents as required.
- Any and all other duties as assigned.

**Education and Experience Requirements:**

- Requires undergraduate degree or equivalent and at least three years of recruiting and/or Human Resource experience.
- Must be familiar with Human Resource Information Systems
- EEO reporting and job description creation experience desirable.
- Government agency experience is a plus.

*Physical Requirements:* Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

**What we Offer:**

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs
- Access to Personal Vehicle: Required along with appropriate insurance.
- Frequency of Travel: Infrequent – 5-10% annually.

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=473734&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=473734&source=CC2&lang=en_US)

EOE