



Recruiter

Be part of a dynamic and growing team that is helping New Yorkers find career opportunities in the construction industry. Building Skills NY (BSNY) is a not-for-profit New York based construction workforce development intermediary that works with prospective workers in underemployed communities to connect them with critical construction training and job opportunities. Those opportunities not only reduce the prevalence of underemployment in communities across the city, but they also help ensure that local jobs are paths to tangible economic gains. The organization has placed over 1,200 unemployed and underemployed New Yorkers in construction jobs over the past few years, trained hundreds more on safety and industry recognized credentials, and has a deep construction network of over 100 general contractors, developers, and subcontractors. BSNY taps into our vast city-wide network of over 80 workforce and community-based referral partners to help entry level construction talent find employment.

Primary Responsibilities

- Meet monthly recruitment goals and contribute to BSNY monthly placement and job retention goals.
- Ability to develop a pipeline of work-ready candidates that can start a job at a moment's notice.
- Work closely with Business Services Manager and Recruiting team to fill open job opportunities that need to be filled quickly. Must be able to think quickly and find the best candidate to fill the needs specified in the job description. Ability to work on multiple job orders simultaneously in a fast pace environment.
- Coach and mentor candidates to ensure work readiness. Verify candidates' construction industry credentials.
- Focus on job retention milestones. Work with BSNY Business Services Manager to flag any issues that may arise once a candidate is placed and develop solutions.
- Assist in validating and submitting employee verification forms.
- Build relationships with existing candidates. Know when their job is ending to maximize job re-placement efforts. For candidates interested in a construction career pathway identify future skills training opportunities with our community college partners.
- Develop new and strengthen existing relationships with workforce development organizations, government, education, faith-based institutions and the private sector to



provide a pipeline of candidate referrals. Organize recruitment events with community partners that target candidates in their pipeline for specific job orders.

- Post ads on internet job boards and recruit candidates using BSNY database, partner network, social media and other sources.
- Work non-traditional hours-early morning start time. Participate in weekly recruitment events that begin at 6:00am.
- Attend virtual weekly meetings with Developers and partners to update job placements/progress.
- Prepare, review, update and analyze reports in Salesforce and Excel.
- Meet performance expectations and provide analytical and well documented recruiting reports to BSNY Executive Director.

Skills and Qualifications

- BA or BS degree
- Experience in prospecting leads and sales
- Ability to work quickly with a “time is of the essence” attitude
- Willing to work early mornings
- Be a team player
- 2+ years' experience in recruiting or job development.
- Excellent verbal and written communication skills
- Experience with Salesforce a plus
- Ability to communicate well with a diverse group of jobseekers, business owners, and community partners, both orally and in writing, is essential.

BSNY considers applicants for all positions without regard to: race; color; religion; gender; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, genetic information or handicap, unrelated to performing the tasks of the job; or any other legally protected status.

SALARY: Based on experience. Bonus if goals are exceeded. BSNY provides a full package of benefits including healthcare and dental insurance; retirement plan; vacation; and 13 paid holidays.

HOW TO APPLY: Please send a resume and cover letter via email to David Meade at dmeade@buildingskillsny.org at Building Skills NY. Please include Recruiter in the subject line. Building Skills NY is an Equal Opportunity Employer.