



JOB ANNOUNCEMENT

Position: Human Resources Recruiter and Public Relations Specialist	Recruitment: HR20-638-104
Location: Human Resources	Deadline: November 13th, 2020
Status: Full-time regular with benefits	Non-Exempt
Language Requirement: Spanish Required	Department: HR
Reports to: Human Resources & Communications Director	Number of Positions: 1

SUMMARY: Coordinates and implements corporate personnel recruitment and selection to ensure consistent program quality and legal compliance, and conducts employee orientations. In addition, engages in promoting a positive image for the corporation by establishing and maintaining media communications.

1. Develops advertising efforts for all openings within the corporation to include all forms of media, mailing lists, and notifications and coordination with state and federal agencies.
2. Reviews resumes from online sources for qualifying applicants.
3. Screens applicants for positions minimum qualifications and coordinates with supervisors to choose interviewees.
4. Writes interview questions, and any other testing tools, as appropriate for the position.
5. Oversees and coordinates interviews panels by scheduling and organizing all logistics of the interview to ensure compliance with all laws and corporate policies. Participates on interview panel.
6. Conducts references checking and other pre-employment requirements for selected candidates.
7. Handles correspondence required by Fair Credit Reporting Act.
8. Develops new and updates current job descriptions to reflect corporate needs, meet grant requirements, and ensures fair compensation levels.
9. Conducts all new employee orientations, including benefit enrollment, review of the Proteus Handbook, and explanation of laws, policies, and safety issues.
10. Attends job fairs as appropriate.
11. Planning and implementing publicity strategies, campaigns or other promotional events.
12. Responsible for writing Press Release, Public Service Announcements, Press Kits or other communication to media sources.
13. Responding to requests for information release or press conference from the media.
14. Speak on behalf of the corporation during press conferences, media events, radio and t.v. spots.
15. Establish and maintain media contacts.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelors' degree in related field; or two years of experience in Human Resources; or combination of education and experience. Recruitment experience required. Communication, marketing, or PR experience preferred.

COMPUTER SKILLS: Moderate computer skills required for data entry, Word, Excel, and other software programs, as required for the position.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent oral and writing skills required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to transportation, California driver's license, and minimum auto insurance as required by law. Must maintain good driving record.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AT-WILL STATEMENT: Employment at Proteus is employment at will. This means that an employee is free to leave his or her employment at any time, with or without cause or notice, and the Company retains the same right to terminate the employee at any time, with or without cause or notice. Please understand that continued employment cannot be guaranteed for any employee.

This policy of at-will employment may be changed only by a written employment agreement signed by the Chief Executive Officer that expressly changes the policy of at-will employment. Unless the employee's employment is covered by a written employment agreement that specifically provides otherwise, this policy of at-will employment is the sole and entire agreement between the employee and the Company as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, terms and conditions of employment with the Company may be modified at the sole discretion of the Company, with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Company include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the Company may determine to be necessary for the safe, efficient, and economic operation

of its business

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations that do not create an undue hardship to the Company may be made to enable individuals with disabilities to perform the essential functions of the job.

<p>Employment Range: \$3,339-\$3,727/Mo. Deadline: November 13th, 2020 Apply: Proteus, Inc. Human Resources Department 1830 N. Dinuba Blvd. Visalia, CA 93291 559 735-3670 phone 559 735-3677 fax Proteusapp@proteusinc.org</p>	<p><u>Must complete application to be considered for the position.</u> Download a Proteus application from www.proteusinc.org. Click on "Careers"; then, "Apply Now." Applications may be faxed, emailed, mailed, or personally delivered to the Human Resources Department by 5 p.m. on the deadline date. Candidates best qualified for the position will be invited to interview. Proteus will require proof of authorization to work in the U.S. at time of appointment. AA/EOE/At-Will Employer</p>
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