

RECRUITING SERVICES

Temporary Recruiter - Affordable Housing (government agency)

\$92.66 an hour
Open until filled.

The Housing Authority of the City of Alameda (AHA) is looking to hire a temporary part or full-time recruiter to assist the agency with recruitments for a number of key management level positions.

- Applications will be accepted from individuals who can commit between 20 - 40 hours per week to this task over the next 6 or more months.
- Individual must have an equivalent to the graduation from an accredited four-year college or university and at least four years of professional administrative and management support experience, preferable in a public agency.
- This is an individual contributor role, and the recruiter is expected to be able to work independently and attend weekly check-ins with senior management.
- The candidate must be able to screen candidates against minimum qualifications, including collecting applicant documentation, verifying applicant qualifications and conducting initial interviews and reference checks.
- The candidate must be highly organized to keep track of each recruitment using tools such as Excel and Outlook. Confidentiality is also a key requirement.
- A proven track record in sourcing leads, recruitment, interviewing, and hiring is required. Non-profit or government hiring experience preferred, but not required.
- The AHA may select more than one recruiter to obtain needed results.

Hiring process

Ideally, AHA is looking to hire someone directly as a **temporary employee**. CalPERS rules limit the number of hours that can be worked to 950 hours until June 30, 2024. These hours may be renewed after that date and successful candidates may be extended, subject to project outcomes. CalPERS retirees are welcome to apply, but are also subject to CalPERS limits on post-retirement employment.

To apply, please submit your resume, cover letter and references to HR@alamedahsg.org. Resumes will be reviewed in the order they are received.

AHA is also able to fill this need through either an independent contractor or an executive search firm.

Independent contractors may also apply. Independent contractors will be expected to sign AHA's standard consultant agreement, which is available here: <https://www.alamedahsg.org/contracting-with->



[aha/](#) . To apply please submit the completed document to HR@alamedahsg.org. Please also include the following:

- A summary of your experience and services offered
- Three references
- Your per hour fee
- Proof of insurance/workers compensation

Executive search companies may also provide a bid to HR@alamedahsg.org if they wish. These bids should include the following:

- The scope of services offered
- A detailed account of your experience working with government entities or conducting recruitments for housing organizations
- The fee scale for mid to upper management positions who will be working on this recruitment.

Currently available positions at AHA can be viewed on our website. www.alamedahsg.org

Please send all questions via email to HR@alamedahsg.org.