



Position: Hiring Specialist

Location: Kendalia, TX

Job Type: Hourly, Part-time

Schedule: 4 days a week, in-person

Website: www.wildlife-rescue.org

Apply to: wrrapplication@wildlife-rescue.org

Mission: To rescue, rehabilitate, and release native wildlife and to provide sanctuary, individualized care, and a voice for other animals in need. History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles, and birds) and farmed animals. The Wildlife Rescue Sanctuary is located on 212 acres in the beautiful Texas Hill Country in Kendalia.

Description: The Hiring Specialist is responsible for managing the full recruitment cycle, including sourcing, interviewing, and onboarding candidates. This position supports WRR's mission by ensuring that we attract and retain talented individuals who are passionate about wildlife and environmental conservation.

Position Duties and Responsibilities :

1. Recruitment and Sourcing:

- Develop and implement effective recruitment strategies to attract qualified candidates.
- Develop and utilize various sources, including job boards and networking events.
- Maintain a pipeline of potential candidates for future openings.

2. Interviewing and Selection:

- Screen resumes and conduct initial phone interviews.
- Coordinate and conduct in-person or virtual interviews with hiring managers.
- Assess candidates' skills, experience, and cultural fit with WRR.

3. Onboarding:

- Facilitate a smooth onboarding process for new hires, including orientation scheduling and training as needed.
- Prepare and distribute onboarding materials.
- Ensure new employees are properly integrated into the organization.

4. Administration:

- Maintain accurate and up-to-date recruitment records and reports.
- Assist in developing job descriptions and specifications.
- Ensure compliance with employment laws and regulations.

5. Collaboration and Communication:

- Work closely with department directors to understand hiring needs and priorities.
- Communicate effectively with candidates and internal stakeholders throughout the recruitment process.
- Participate in team meetings and provide updates on recruitment activities.



Qualifications:

- **Education:** Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- **Experience:** 2-3 years of experience in recruitment or talent acquisition. Experience in the nonprofit sector is a plus.
- Strong interpersonal and communication skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Proficiency in Microsoft Office, *especially Excel and/or Google Sheets*, and experience with applicant tracking systems (ATS).
- Excellent organizational and time-management abilities.
- Commitment to wildlife and environmental protection.
- Ability to maintain confidentiality and handle sensitive information.
- Detail-oriented with a proactive approach to problem-solving.

Compensation: \$16.00 per hour. Position open until filled.

Persons interested in applying for this position should send a cover letter & resume to:
wrrapplication@wildlife-rescue.org

By accepting this position, you agree to provide all necessary care even to species you do not feel "comfortable" with. At WRR we treat all animals equally regardless of the degree of comfort that staff may or may not have when working with certain species. In addition, if your personal feelings towards any species or individual animal are in any way negative, you are still required to speak of them with respect and to provide all necessary care.

WRR is an Equal Opportunity Employer.