SELECTION AND ONBOARDING SPECIALIST

WWW.TEACHFORROMANIA.ORG
Teach for Romania is a non-governmental organization that envisions life opportunities through excellent education for every child in Romania, regardless of his or her social and economic background.

Our mission is to recruit, train and support professionals who take ownership for transforming the society, through a leadership development program in education. After the 2 year teaching program, Teach For Romania supports its alumni, equipped with the experience, conviction, and insights to be a force for change, working across sectors to expand educational opportunity.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education. For more information, visit: www.teachforromania.org.
YOUR ROLE

Your role as *Selection & Onboarding Specialist* will be to accompany the journey of the Teach for Romania program candidates, from selection to onboarding in the organization and integration in the school system.

You will therefore contribute to the planning, organizing and delivery of the Selection and Onboarding activities and events.

Your role is *part of the Recruitment, Selection and Onboarding department*, a young, bold, energetic and dynamic team.

**Role-type:** full time position, in Bucharest.
RESPONSIBILITIES

CANDIDATE SELECTION RESPONSIBILITIES (40% of the role):

- **Evaluate the candidates:** responsible for conducting the screening of the application forms and the online interviews, as well as the evaluation of all candidates after the assessment centers;

- **Implement the selection process end-to-end:** understanding competencies and evaluation tools, evaluating candidates in different stages, scheduling interviews, conducting assessment centers, making offer decisions, final discussions with candidates;

- **Administrative tasks:** scheduling candidates for interviews, maintaining contact with all candidates, working with online tools, keeping the candidate records up to date, others;

- **Financial offers:** conducting the process of presenting the offer to the candidates, giving specific feedback on the evaluated competencies.

CANDIDATE ONBOARDING RESPONSIBILITIES (60% of the role):

- **Strategy implementation:** Monitoring and implementing the strategy related to assisting the candidates through their journey.

- **Activities:** organizing the onboarding activities for the accepted candidates (online sessions, meetings, workshops, community visits, etc).
RESPONSIBILITIES

CANDIDATE ONBOARDING RESPONSIBILITIES (60% of the role):

- Point of contact for candidates: Offering the most relevant information about Teach for Romania to all of our candidates and act as a point of contact for various inquiries during their 3 to 9 months long process before the start of the program.

- Cultivating relationships with candidates: Building a relation based on trust and understanding with the accepted candidates, in order to support them in their transition towards Teach for Romania.

- Integration process: Supporting the accepted candidates throughout their process of finding a role in a disadvantaged school, in which they are guided by our internal specialists.
**PROFILE REQUIREMENTS**

Minim 2 years of experience in candidate selection OR personnel evaluation OR psychological assessment OR account management/ partnerships management/ customer relationships.

It would be nice to have:
- Event management skills;
- Presentation skills;
- Experience using Salesforce or similar CRM / ATS tools.

We are looking for **someone with:**

- Interest for the domain of education;
- Ability to communicate and collaborate with different stakeholders;
- Great social skills, influencing skills, asertivity & public speaking skills;
- Self awareness & self improvement drive;
- Good organizing skills;
- Critical, creative and solution oriented thinking;
- Ability to build relationships, to be an active and empathic listener;
- People evaluation skills (ability to work with competencies based evaluation model/ knowledge of a variety of evaluation methods);
- Ability to work with databases.

**Who knows:**
- How to use Microsoft Office, Google Suite, Zoom;
- English, at an advanced level

**Who is:**
- Connected to education and social domains, willing to work for systemic impact and innovation;
- Deeply committed to Teach for Romania’s vision and fit with Teach for Romania’s culture and values;
- Detail oriented, while keeping the big picture in mind.
BENEFITS

- A chance to do high-significance work in education (more access to excellent education for all children);
- The opportunity to build up your skills and develop yourself personally and professionally;
- Access to training and learning opportunities inside the organization and from our learning partners;
- An excellent working environment in a value-based organizational culture;
- Access to a global community of experienced and talented specialists and first-hand innovative approaches and models from the Teach for All network.

APPLICATION DETAILS

The selection process will consist in:

- Screening, based on resume and motivation letter;
- Phone interview;
- Online test;
- Interview with the Hiring Manager;
- Interview with the Chief Program Officer.

Please send your application to office@teachforromania.ro
We will review the applications as we go-basis.
THANK YOU!

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