

Job Description: Pedaling Minds Part-Time Recruiter

Are you driven to help small organizations do good work, very organized, and motivated to help us hire the best team? If this speaks to you, please consider this part-time opportunity!

Pedaling Minds

Pedaling Minds is a 501(c)3 non-profit organization founded by Olympian Mike Friedman. Our mission is to help every person have fun riding a bicycle with control and confidence. Established in 2017, thus far Pedaling Minds has helped over 1,500 children ride bikes. We believe riding bikes is a powerful and positive influence in anybody's life. From individual confidence to special family memories, riding changes lives for the better. Yet many people don't know how to ride a bike, or they struggle to learn and never really attain the confidence needed to make riding a lifelong practice. We specialize in helping riders overcome these problems. And we are excited to be in a growth and expansion phase!

Pedaling Minds has big plans. In the next few years, we hope to centralize our operations into a permanent location, create a series of satellite training locations, establish a digital platform for lessons, and create a training program for aspiring coaches. All our activities are focused on elevating our core competency: building confidence and the skill set to enable a lifetime of riding.

We are currently looking for an experienced, highly motivated, and goal-oriented Part-Time Non-Profit Recruiter. This individual will work with our Executive Team and in particular our Director of Operations to manage the day-to-day tasks related to hiring. We are interested in individuals with local non-profit experience and who have a demonstrated record of successfully recruiting great and diverse talent. Additionally, the Recruiter will familiarize themselves with our existing policies and procedures in order to develop new ones related to recruiting. Our organization is at a pivotal point; we are scaling from operating with 2-4 persons to an organization with 6 staffed departments, we are increasing geographic spread, and we are ready to execute a growth plan that includes adding new and exciting elements to our existing outputs. The Recruiter will a) review the job descriptions the Pedaling Minds has drafted; b) oversee our outreach efforts to have a diverse pool of applicants to ~8 positions; c) monitor

incoming applications; d) send weekly updates of applicants to the different hiring committees identified by the Executive Team, coordinate interviews, and e) coordinate offer letters, contracting, and HR onboarding activities. This role will have a significant impact on how Pedaling Minds develops going forward.

Position

Our Recruiter must be an independent, organized, proactive, and motivated individual. While the hours are flexible, we expect all applicants to be available during the week for a set virtual meeting/s.

Specific responsibilities include:

- Conduct the recruitment process under the supervision of the Director of Operations
- Design exhaustive job descriptions that cover all the responsibilities and requirements of the position in a non-profit agency with the hiring committees
- Post job ads and source diverse pools of candidates, as well as track their progress through the hiring funnel
- Based on the feedback from the hiring committees, send out tests, filter out unqualified applicants, and invite successful ones to interview
- Maintain job logs and manage new entries for future reference
- Stay up to date with contemporary hiring practices and job market trends

Requirements

- Demonstrated experience in recruitment and onboarding
- Expertise in conducting recruitment for non-profit agencies
- Bachelor's degree, MS, or higher in HR, Administration, or Communications OR 2+ years of relevant experience
- Ability to be autonomous, supportive, and maintain a growth mindset
- Positive attitude
- Be a fast and enthusiastic learner
- Be reliable and take initiative
- Comfortable with various digital platforms for group meetings
- Able to communicate clearly and effectively with a variety of audiences

Additional skills we are interested in, but which are not required:

- Access to various talent acquisition channels, including companies, professional networks, online communities, and social media
- Cross-cultural competency
- Experience using multiple online tools, such as Google Drive, Trello, Google Meet, Toggl.

Work dates and locations The work can be performed remotely but have to reside in Colorado. This is a part-time job with a maximum load of 10h/week, for an anticipated duration of 2-3 months. The specific work times are flexible but participation in team meetings during the work week (M-F, 9AM-5PM) is expected.

Pay and Employee status \$30/hours, contractor status preferred, W-2 employee status possible (no paid time off and no benefits, at this moment)

Interested?

If you are interested in the position, please submit a CV or resume and a brief letter about why this job is interesting and why you would be a good fit for the position. Please send these items to hire@pedalingminds.org. For more information, please visit the Pedaling Minds website at <https://www.pedalingminds.org>