



JOB POSTING

Title: Talent Acquisition Coordinator
Reports to: Manager of Employee Experience
Department: Human Resources
How to Apply: www.chicagobears.com/jobs

About the Role

The Talent Acquisition Coordinator will be responsible for the full cycle recruiting process. This role will partner closely with the Manager of Employee Experience to deliver a high level of customer service in all aspects of the hiring process. By identifying unique avenues to source and recruit talent to fill a variety of full-time, gameday/part-time, and seasonal job opportunities the Talent Acquisition Coordinator will play a pivotal role in supporting the growth of the Chicago Bears organization, while engaging with our potential future employees. The ideal candidate believes hiring great talent is critical to the success of any company, is passionate about relationship building, and is excited to help improve the hiring process. This full-time role will work primarily out of the Chicago Bears headquarters in Lake Forest, Illinois.

Who We Are

The Chicago Bears strive to advance our mission of winning championships by conducting ourselves with humility, integrity, and a strong work ethic. We want you to help us achieve our goals and to be part of the one of most storied franchises in all of sport. We offer our employees professional development, competitive salaries, excellent health and retirement benefits, and an environment where our talent and contributions are valued by the club and the community.

Our Commitment to Diversity, Equity & Inclusion

The Chicago Bears organization continues to deepen its commitment to establishing an inclusive, equitable work environment that reflects the diversity within our communities and fan base. We value, respect and appreciate diversity at all levels, on and off the field, and are guided by a vision of success that includes integrating diversity, equity, and inclusion into our club's DNA and culture.

Responsibilities

- Talent Acquisition
 - Lead all aspects of gameday/part-time recruiting with appropriate departments including but not limited to: job description creation, posting, sourcing, coordinating on-demand interviews, screening, and rejections
 - Assist with sourcing for all roles including but not limited to: distributing the job posting, passive searching, and research of unique sourcing solutions
 - Research and coordinate participation in career fairs and other events to support growth and awareness of career opportunities and benefits of working for the Chicago Bears, attend career fairs on behalf of organization
 - Assist with the review of job applications for all roles with an emphasis on keeping the recruiting process moving efficiently, coordinate rejection communication
 - Support the administration and execution of on-demand interviewing platform for all roles
 - Participate and coordinate phone screens and in-person interviews as necessary
 - Assist with the hiring and onboarding of gameday/part-time roles
 - Assist with passive candidate searching and relationship development for talent pipelines, with a focus on underrepresented groups
 - Track recruiting metrics, analyze for effectiveness, and recommend changes as needed
 - Assist with strategic diversity recruiting efforts and partnerships
 - Develop and maintain all recruiting & hiring related documents for internal and external use
 - Support proper documentation and retention of all job postings, job descriptions, interview notes, etc.



- Support employer branding and outreach via LinkedIn content, college relationships, career fairs and more
- Coordinate the response of unsolicited resumes
- Facilitate surveys to improve the onboarding experience
- Talent Development
 - Support administration and execution of all mandatory trainings including NFL and state requirements
 - Assist with tracking training and professional development efforts across club and work with Business Strategy & Analytics on reporting data as needed
- General Administrative
 - Monitor “Job Opportunities” email inbox, respond to and manage inquiries as needed
 - Create and pull employee-based reports as necessary
 - Provide support to New Hire Orientation as needed
 - Suggest and create content for The Playbook and HR page to drive employee engagement
- Perform other duties as assigned

Qualifications

- Degree in Human Resources, Business Management or related field
- Minimum of 2 years professional full-time HR experience
- Minimum of 1 year of professional full-time recruiting and sourcing experience
- Thorough knowledge of all employment laws & regulations, labor relations and recruitment required
- Professional demeanor and strong customer service skills
- Exceptional time management and organizational skills, attention to detail, and sense of urgency
- Excellent written and verbal communication skills
- Familiarity with recruiting platforms (LinkedIn, Handshake, Symplicity, etc.) preferred
- Familiarity with on-demand interviewing (SparkHire, VidCruiter, HireVue, etc.) preferred
- Experience in HRIS systems preferred
- Ability to develop internal and external relationships, demonstrating an authentic interest in candidates
- Must have a high level of interpersonal skills and able to handle sensitive and confidential situations
- Strong technical skills including MS Office
- Onboarding experience a plus
- Knowledge and practical application of additional HR disciplines including employee relations, management & leadership development, performance management, compensation philosophies, and knowledge of OSHA and workplace safety a plus

This list of position functions is not all-inclusive and may be supplemented or modified.