

TALENT ACQUISITION SPECIALIST

Company Description

Minute Media is a leading media technology brand focused on two main pillars—platform and content. Minute Media's platform serves as the company's foundation, powering its content as well as enabling the evolution of other market-leading digital media brands. To date, Minute Media's owned and operated destinations include The Players' Tribune, 90min, DBLTAP, Mental Floss, The Big Lead, and FanSided. For more information, check out <https://www.minutemedia.com/>.

Position Summary

We are looking for a motivated Talent Acquisition Specialist to help us recruit and hire the best talent for our many open positions across the United States. The Specialist will help create diverse sourcing strategies, support and guide hiring managers through an inclusive hiring process, ensure a top-tier candidate experience throughout the full life cycle of the recruitment process. To be successful in this role, the Specialist needs to have a passion for building and maintaining inclusive relationships and developing a deep understanding of our unique business challenges.

What You'll Do

- Manage full cycle recruitment for positions across all departments in the US such as sales, marketing, content, and tech
- Responsible for creating inclusive job descriptions, posting on job boards, proactively sourcing a diverse pool of candidates, interviewing candidates, coordinating interviews and home assignments, conducting reference checks, and negotiating offers
- Successfully utilize our applicant tracking system, Comeet, to elevate the hiring process
- Educate and guide hiring managers as it relates to best recruiting practices, including but not limited to, education on diversity hiring, behavioral interviewing, minimizing inefficiencies, etc.
- Leverage internal tools such as LinkedIn, college boards, diversity job boards, and your relationships with underrepresented groups to source a creative and diverse talent pool
- Track recruitment data as a way to flag inefficiencies

What You Have

- 2-4 years of full cycle recruitment experience
- Experience with and passion for diversity hiring

- Ability to inspire and motivate candidates to join Minute Media throughout the interview process
- Strong organizational skills and ability to multitask effectively
- Comfortable owning the relationship with hiring managers, hiring teams, and HRBPs, advising, influencing, and challenging when needed
- Flexible mindset and the ability to adapt quickly to change
- You enjoy the challenge of finding the right talent, such as sourcing, reviewing resumes, interviewing, and negotiating
- Interest in building relationships with colleges, affiliation groups, and underrepresented groups
- A passion for and understanding of sports, media, or content recruitment is a plus but not a requirement

What You'll Get

- Opportunity to make a meaningful impact in a fast-growing company
- Career development opportunities & different skill-based workshops offered each quarter
- Fun company events and celebration with a focus on DEI each quarter
- We highly value team collaboration, empathy and respect towards one another and see this as a key component to delivering the best results
- Employee donation matching program
- Community involvement opportunities, both in-person and remote
- We hire 100% remote talent across the nation with the ability to work from our NYC office if desired
- Free 8 personal coaching & 8 therapy sessions with top-tier providers that are totally confidential
- \$950 work-from-home stipend that can be used towards furniture, headphones, wifi, and much more!
- Free swag and gift cards given throughout the year
- Competitive medical, dental & vision insurance
- 401k benefits

Minute Media is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Not sure that you're 100% qualified but are up for the challenge? We want you to apply!