# Job details

Syrah Marie Social Graces is the ﬁrst fully online etiquette school focusing on the neurodivergent community. We believe that everyone can thrive in their environment, but sometimes we need a nudge in the right direction to truly grow. We're looking for a recruiter who will exemplify Syrah Marie's culture and mission to search for the best talent.

We need someone diligent and thorough but also kind and genuine. Our recruiter will search for candidates to ﬁll all teaching positions at Syrah Marie, starting with four roles so we can offer two part-time classes in fall 2023, with full-time courses beginning in 2024.

# About the company

Syrah Marie Social Graces was founded during the 2020 pandemic when three sisters from Newark, California realized that neurodivergent people everywhere were struggling to cope. We recognize that this group experiences the world differently, and we want to encourage them to grow their conﬁdence, develop their leadership skills, and thrive in any environment.

We offer general and categorical classes, separated by types of neurodivergence. Our general courses are great for anyone, while our categorical courses are great for any neurodivergent person who wants help navigating our increasingly social world.

# Responsibilities

* Collaborate with staff, HR department, to build knowledge of Syrah Marie brand
* Screen candidates and review resumes, cover letters, applications, and emails
* Prepare and review tax forms, contracts, and non-disclosure agreements
* Draft job descriptions, offer/rejection letters, and scouting emails
* Track applicant progress through recruiting software
* Build solid recruitment processes and systems for future recruitment in collaboration with senior recruiters
* Assist with the application/onboarding process in partnership with the hiring team
* Attend networking events, such as conferences, fundraisers, and career fairs
* Develop a strong pipeline of potential candidates for each position available in collaboration with senior recruiters
* Promote Syrah Marie on all social media accounts
* Uphold Syrah Marie's culture and qualities in all public interactions

# Beneﬁts

* Salary: $58–111k
* Medical, dental, and vision insurance
* 401(k) matching
* Flexible schedule with paid time off and parental leave

# Qualiﬁcations

* Bachelor's degree in Human Resources Management, Sales, or related ﬁeld
* Minimum 2 years of experience in sales, HR, or marketing (preferably recruiting)
* Experience using talent acquisition technology such as IQTalent or Evolve Talent Acquisition Suite
* Proﬁcient in Microsoft Ofﬁce Suite products, such as Excel and Word
* Experience using social media, including Twitter, Pinterest, Facebook, TikTok, Instagram
* Ability to multitask several projects with strict deadlines
* Excellent communication skills (both written and verbal)