



**Job Title:** Recruiter  
**Chapter/Department:** Human Resources  
**Reports to:** National Director, Human Resources  
**Job Status:** Full Time; Temporary (6 Months)  
**Location:** Hybrid; New York, NY  
**Salary Range:** \$31.25 - \$37.50 per hour

## About Us

Friends of the Israel Defense Forces (FIDF) is a humanitarian nonprofit that provides life-changing support for the courageous young men and women of the Israel Defense Forces (IDF), veterans, and their families. We transform their lives through empowering educational, financial, well-being, and cultural initiatives as they protect the State of Israel and her people. Inspired by them, we strive to champion a culture of courage worldwide, ensuring a secure and thriving Israel today and forever.

Our community of supporters and staff are passionate, courageous, impactful. Our work is driven by core value that transcend gender, age, political leanings, nationality, and religion. Our vital mission and breath of programs resonate with a diverse array of supporters – all are welcome!

FIDF spans 24 chapters across the United States and Panama, proudly offering a variety of innovative programs and opportunities. Our workplace is vibrant and dynamic, encouraging bold creativity, ingenuity, and vision. We're searching for new talent to contribute to our mission and team.

## About the Role

The **Recruiter** is a key player on the Human Resources team and reports to the National Director, Human Resources. Primarily responsible for filling open positions with talented and qualified candidates. Generally responsible for the full life cycle of recruiting including managing the interview process, facilitating job offers, and employee onboarding, all while ensuring candidates have a good experience.

## Essential Job Duties

- Responsible for the end-to-end recruitment and selection process including, but not limited to:
  - ensuring job titles and job descriptions are current
  - sourcing and screening candidates
  - Preparing offer letters, including salary negotiations and benefits
  - Conducting reference and background checks



- Work with the National Director, Human Resources and hiring managers to identify effective sourcing channels
- Strategize to find creative ways to build talent pipelines
- Ensure all recruitment is managed in accordance with Federal, State, and City employment laws and regulations
- Manage a robust employee onboarding program
- Maintain the database for required training
- Stay abreast of Human Resources trends and best practices
- Performs other duties as requested

### **Qualifications**

- Bachelor's degree required from an accredited university required
- 2-3 years of talent acquisition experience strongly preferred
- Familiar with a wide variety of sourcing avenues
- Knowledge of the Predictive Index assessment preferred
- Must be detail-oriented and have excellent interpersonal skills
- Ability to communicate effectively, both orally and in writing
- Excellent organizational and time management skills
- Comfortable making decisions independently and in a team environment
- Ability to manage a wide range of relationships with a variety of stakeholders
- Proficient in Microsoft Office 365
- Passion for the FIDF mission

### **How to apply**

Please submit your cover letter and resume to [hr@fidf.org](mailto:hr@fidf.org).

FIDF is an equal opportunity employer that is committed to equity, diversity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.