

Job Description
Associate, HR

Position Title:	HR Associate (Talent Hiring)	Reporting To:	<u>Direct:</u> Manager HR
Function:	Human Resources	Level below CEO:	3
Level:	Associate	Geographical Responsibility:	City
Team Size:	Nil	Financial Responsibility:	Hiring Budget

Position Summary

The Associate, HR (Talent Hiring) will lead and execute Hiring Strategies for all Staff positions. This position will lead Volunteer Management Program along with supporting other HR Initiatives at Teach For India.

Primary Responsibilities (80% of time)

1. To lead and execute strategy for hiring staff positions and internships across Teach For India.
2. Promote staff positions through different channels and social media.
3. Maintain a hiring database and provide monthly analysis to the leadership team.
4. Run initiatives towards making PM and other staff roles aspirational for Fellows.
5. Develop an online screening system for applications.
6. Work closely with Marketing and Alumni team for the brand positioning of staff hiring.
7. Prepare and maintain contracts and other documentation for new hires.
8. To lead the Induction and Orientation of new hires.
9. Support HR team in any other HR initiatives at the city level.

Additional Responsibilities

1. To support Fellowship Recruitment team in making presentations.
2. To support Selection in conducting the selection centers.
3. To support matriculation by answering any queries /doubts accepted Fellows may have.

Knowledge, Skills and Abilities

Preferred Edu. Qual.: Graduate / Post Graduate **Preferred Experience:** 2-5 years

Skill sets:

1. Hiring / interviewing skills
2. Recruitment Experience preferred
3. Relationship management skill
4. Communication skill
5. Strong on integrity , humility and empathy