



JOB TITLE

Recruiter

Job Location: Remote; potential opportunity to work in Bay Area office when safe (not required)

Employment Type: Full-time

The Organization

EducationSuperHighway (ESH) works to bridge the digital divide by bringing free internet access to households in America's most unconnected communities. We believe that broadband is one of the most transformative technologies of our generation and can provide all Americans with equal access to education, healthcare, and economic opportunities. **But every household needs high-speed broadband to make that opportunity a reality.**

ESH was founded with the mission of upgrading the Internet access in every public school classroom in America. The pandemic has made it clear that home Internet is essential not only for education. We now have a historic opportunity to connect the 20 million homes that cannot afford high-speed broadband. ESH is an essential catalyst in that effort, building public-private partnerships to identify and connect the unconnected. We are a highly collaborative, entrepreneurial team. We are driven to accomplish our mission with urgency. We celebrate diversity and are committed to creating an inclusive and socially dynamic environment for all employees.

The Role

You will be the sole recruiter tasked to help us scale quickly. As we help close the digital divide in America's most unconnected communities, we're looking for a highly motivated, multi-tasking, detail-oriented recruiter who'll help us level up our biggest asset, the thing that's behind all we accomplish: our team. You'll learn quickly, own key processes, and help add talent to every team at the company, from data analytics to marketing. You'll also have an opportunity to strategize and execute on projects that you find interesting---whether it's Diversity and Inclusion, planning org-wide events, talent brand---we want to hear your ideas!

You'll be full-cycle, from sourcing to signing. Lead the way! Source and reach out to the best, most mission-driven candidates you can find, review applications in the ATS, and conduct interviews. Get people through the funnel fast, and close them with ease! You'll form strong and open relationships with hiring managers across the company to design hiring processes, train on tools, and be a valued thought partner to them. You'll lead the team in maintaining the integrity and comprehensiveness of our hiring process.

About You:

- Have 2+ years of full-cycle recruiting experience, preferably in house
- You're eager to recruit for a range of positions such as data analytics, marketing, relationship management, and public policy
- Are excited by the prospect of getting in on the ground floor and helping build the team for a scrappy non-profit that functions more like a start-up
- Have 1+ years of experience using LinkedIn Recruiter and an ATS
- Are an experienced sourcer with a demonstrated ability to identify and elevate the voices and profiles of under-represented talent
- A people person: comfortable talking to strangers, warm and hospitable, and excited about helping people
- Hyper-organized, attentive to detail, and process-oriented
- Comfortable in a high-growth startup-like environment: you're resourceful, calm under pressure, and OK with ambiguity and change
- Care about our mission to close the digital divide

Recruitment Process and Onboarding During COVID-19 Pandemic:

The safety of our staff, both current and future, is our highest priority. At this time, **our team is working remotely due to the current COVID-19 pandemic**. Initial phone screening, virtual panel interview, job offer, onboarding, and orientation will all be conducted remotely.

To apply, please send a resume and cover letter detailing your interest and experience to info@educationsuperhighway.org. Please note that resumes submitted without a cover letter will not be considered.

EducationSuperHighway is an Equal Opportunity Employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.