



The Virgin Islands Housing Finance Authority is seeking qualified applicants  
for the following CDBG-DR Grant Funded position

**TALENT ACQUISITION OFFICER (STX)**

The Talent Acquisition Officer addresses employee relations matters and spearheads recruitment, training and retention efforts to ensure employees function in a productive work environment. An employee in this position must have strong interpersonal, organizational, and communication skills. This position reports to the Director of Human Resources.

**ESSENTIAL FUNCTIONS:**

- ⇒ Executes a wide range of employee relations functions to include but not limited to employee benefits management, payroll, labor relations matters, recruitment and training.
- ⇒ Collaborates with Managers to identify and address employee relations matters.
- ⇒ Serves as a customer service representative for the Human Resources Division for all internal and external customers. Responds to telephone inquiries, provides answers or routes calls, takes messages, follows up and initiates phone calls when required to do so, to include updating applicants on the status of their application. Maintains positive relations with customers while working hard to meet all deadlines.
- ⇒ Accepts applications for employment, screens applications and selects qualified candidates. Schedules interviews, oversees preparation of interview questions and other hiring and selection materials. Collaborates with the hiring manager and/or other human resources staff during the verification and offer process, identifying and recommending salary ranges, incentives, start dates and other pertinent details.
- ⇒ Identifies and executes initiatives to prepare for future success and long-term growth.
- ⇒ Builds partnerships with external hiring organizations and Universities to provide internship and mentoring opportunities. Host and attend career fairs and marketing events.
- ⇒ Identifies and monitors training needs in the organization, and designs, plans and implements training programs, policies, and procedures to fulfill those needs.
- ⇒ Responsible for developing, planning, formulating, instructing and/or directing all training activities on behalf of the Authority.
- ⇒ Organizes, schedules, coordinates registration, materials production, and tracking of training program logistics administered by the Division.
- ⇒ Maintains and suggests updates to the Employee Handbook.
- ⇒ Develops and prepares training manuals, lesson plans, classroom curriculum, outlines, audio-visual aids, training schedules and other relevant materials.
- ⇒ Performs other related work as required.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelors Degree from an accredited college or university in Human Resources Management, Organizational Management, Business Administration or related field required. Human Resources Certification desirable.
- ⇒ **Experience:** 3-5 years Executive level administrative experience or Human Resources related experience required. 1-3 years of recruitment experience. 1-3 years of experience managing and coordinating training. Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Ability to work with highly sensitive and confidential operations; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment and problem-solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent interpersonal skills with good negotiation tactics; Strong organizational and analytical abilities; Good oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agencies; Excellent phone etiquette and customer service skills; Ability to take initiative, work independently and utilize creative skills to resolve issues; Thorough knowledge of principles and practices of personnel management; Thorough knowledge of territorial and federal personnel laws, rules and procedures; Must be able to handle ambiguous situations, multiple projects and work with minimum supervision; Knowledge of social media and professional networks; Proactive and independent with the ability to take initiative; and a Valid Driver's License.

**SALARY: \$54,080 - \$65,000** per annum depending upon qualifications. CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/vitae electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov). Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

Deadline for application submittal is **Monday, May 22, 2023**; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon proof of citizenship or legal authorization to work in the United States. Each question must be fully and accurately answered. Incomplete, illegible or unsigned applications will not be considered.