

**Freedman Consulting, LLC: Part-time Occasional Recruitment Coordinator**  
**Location Flexible**

Freedman Consulting, LLC, a strategic consulting firm, seeks a part time Recruitment Coordinator for 5-10 hours per week, to provide assistance and operational support for hiring and recruitment processes. Reporting to the Director of Talent Acquisition, the Recruitment Coordinator will join a growing Administration and Operations team and be responsible for job postings, helping to build pools of prospective candidates across searches, and managing scheduling and logistics for various stages of the interview and selection process.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

This Recruitment Coordinator will:

- Implement targeted advertising strategies for open searches; regularly promote opportunities across diverse channels
- Help identify prospective candidates for outreach and sourcing
- Provide administrative, operational, and logistical support for candidates advancing through stages of interview including scheduling, and maintaining candidate tracking
- Manage some candidate communications and requests
- Provide additional support for other hiring-related projects and priorities

**Qualifications of the Ideal Candidate:**

Candidates should demonstrate strong critical thinking and project management ability, proactive orientation, and an eye for detail. Applicants must possess strong communication skills (written and oral) and the ability to effectively manage multiple tasks in a fast-paced environment. Interest in and/or previous experience in talent acquisition, human resources or operations is a plus.

To apply, please submit your resume and cover letter [RC@tfreedmanconsulting.com](mailto:RC@tfreedmanconsulting.com).

*Freedman Consulting, LLC is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*