



Helping good happen

Over 20,000 nonprofits and socially minded companies have used FrontStream's fundraising software to power their auctions, charity events, peer-to-peer and online fundraising, and employee giving. Simply put, we help our customers raise more for their causes, and do more good in their communities.

POSITION

Recruiter / People Ops Administrator

THE ROLE

Are you looking to put your high-tech recruiting experience to use in a fast-paced and fun environment? FrontStream is a rapidly growing, all-remote software company that specializes in helping non-profits, socially minded companies, and individual donors to maximize the good they can do around the world, and we are looking for a Recruiter/People Ops administrator to be a part of building this amazing company.

WHAT YOU'LL DO

- Recruit, recruit, recruit! Work with hiring managers to develop and post job openings, perform resume review, phone screens and interview coordination for all open positions within FrontStream
- Conduct and review personality testing and background check for new employees. Bringing any "areas of concern" to the attention of the Director of People Ops
- Develop and coordinate the new employee onboarding process: Keep hiring managers informed about incoming employees and notifies all pertinent department heads of necessary on-boarding steps to ensure a smooth transition. Remotely greets new hires on their first day, conducts benefits and company culture overviews sessions as part of the new hire orientation
- Coordinate with IT department to make sure new employee laptops and other technology are ready and available on the employee's first day
- Assist in sending contracts and non-compete paperwork to consultant roles
- Other People Ops administrative projects as needed

WHO YOU ARE

- You have 3 or more years of recruiting experience in a fast-paced environment
- You are detail-oriented, process driven, collaborative, personable, professional, and trustworthy

- You enjoy working with people and are passionate about helping them grow professionally
- You have the ability to handle sensitive situations with compassion and confidentiality
- You are an exceptional problem solver who always comes up with reasonable options to any obstacle
- You have the ability to multi-task and set priorities based on business needs
- You are an eloquent verbal and written communicator
- You will set the tone within and beyond the People Ops team as a role model in the organization

OUR AWESOME BENEFITS

- 100% Remote Work! No more “when will we have to go back into the office” worries. FrontStream supports remote employees all over North America
- Complete health, vision, and dental insurance
- FSA & HSA
- No rigid vacation policy, instead FrontStream provides employees with “Responsible Time Off” – we trust you to take the time you need when you need it
- Paid holidays
- 401(k)with employer match

DIVERSITY STATEMENT

At FrontStream, diversity is fundamental to how we grow and manage our business. We're committed to building a diverse workforce that cultivates and supports individuals of all backgrounds, and we strongly encourage people of different races, ethnicities, sexual orientations, gender identities, and persons with disabilities to apply. FrontStream is an equal opportunity employer, and we will welcome everyone to our team!

Interested?

Submit your resume to careers@frontstream.com with “Recruiter, People Ops/Administrator” in the subject line.