



Tepa Companies is a tribally-owned small business that offers full-service capabilities in construction, environmental technology, industrial services and engineering. We employ more than 380 people in offices across the United States. Headquartered in Colorado Springs, but have offices in California, Georgia, Missouri, and Texas

Tepa is actively seeking a Diversity & Inclusion Recruiter to drive our diverse recruitment efforts in accordance with the needs of a tribally owned organization. As a Diversity and Inclusion Recruiter, you will collaborate on the development and execution of a diversity recruitment strategy and partner with recruiting team and business stakeholders to provide support and guidance on diversity awareness and building initiatives.

This full time position is located in our Sacramento, CA office and will report to the Director of Talent Management.

Additional job responsibilities:

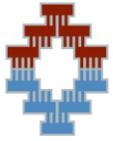
- Designs, develops and implements innovative outreach programs using diversity and inclusion best practice in support of Tepas's strategic initiatives
- Researches and recommends partnerships, events, and tools that deliver impact and support our Diversity & Inclusion strategies, specifically targeting tribal and other diverse populations
- Creates and facilitates diversity recruitment training for hiring managers with the objective of reducing bias in the selection process
- Acts as a coordinator for recruiting programs including Camp Tepas
- Uses creative sourcing techniques to identify and engage with diverse pools of talent to develop robust pipelines and resulting hires. This is including but not limited to: direct sourcing, employee referrals, job boards, professional organizations, social recruiting
- Recommends creative and results-oriented ideas and practices to cultivate a diverse pipeline of candidates
- Delivers results with little supervision and effectively manages multiple projects and candidates
- Reviews applications and screens for minimum requirements
- Remain current on Affirmative Action, D&I and employment related legislation and regulations and their application to the organization
- Works in partnership with Human Resources on EEO and OFCCP reporting and audits
- Performs general recruiting and recruitment planning as needed
- Serves as a knowledgeable, trusted advisor to hiring managers and business leaders
- Performs other duties as assigned.

What are we looking for?

- Bachelor's degree or equivalent combination of education, training, and experience.
- 3-5+ years of successful full cycle recruiting
- Previous experience focusing on recruiting for diverse talent across industries
- Experience with tribal recruiting and tribal organization relations
- Experience attending recruiting conferences such as AISES and NSBE
- Experience with applicant tracking systems and knowledge of recruiting process
- Proven track record of taking initiative to manage high volumes and meet tight deadlines

Benefits

Our structure allows for continued learning and development in our rapidly growing firm. We offer a casual work environment, competitive salary, generous health, dental, and paid time off benefits, as well as support of ongoing professional education and training.



Tepa

How to apply:

To apply for this position, applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Jodi Rosenberger, Jodi.Rosenberger@Tepa.com

While we appreciate all applications, only those candidates selected for interview will be contacted.

As a tribally owned enterprise, Tepa provides preference in filling vacancies to enrolled members of the Paskenta Band of Nomlaki Indians, their descendants, and members of other federally recognized Native American tribes or First Nations in North America.