

## *Party Earth – Recruiting Coordinator*

**Position:** Recruiting Coordinator

**Location:** Los Angeles, CA

**Description:** Party Earth is looking for a Recruiting Coordinator to efficiently find content, marketing and IT talent across a variety of job functions in order to grow the company's employee and contractor base on an ongoing basis.

**Responsibilities:**

- Work closely with hiring managers to source qualified candidates across multiple positions throughout the company in order to fill media, creative, IT, marketing, content, freelance writing/editing and photography positions
- Network with potential candidates regarding on-site positions in Los Angeles (West Hollywood) and potential freelancers regarding on-the-ground work in cities around the world
- Create and post detailed and well-written job descriptions to a variety of sources
- Research and recommend new sources for discovering potential Party Earth employees including but not limited to social media tools, university boards, online classifieds and other appropriate avenues
- Organize, track and respond to incoming resumes, applications and job inquiries from a variety of sources
- Screen applicants and interview potential employees
- Aid in solidifying Party Earth's reputation as an employer of choice
- Properly promote the company with a friendly, welcoming and energetic personality

**Qualifications:**

- 2-3 years recruiting, HR or office admin experience
- Ability to organize and manage multiple concurrent large scale initiatives
- Outgoing, friendly personality with the ability to interact with a variety of personalities from different cultures
- Superb research skills
- Extreme attention to detail
- Strong work ethic
- Self-starter
- Solid understanding of Party Earth including its vision, products and content
- Web 2.0 savvy including blogs, social networking sites, wikis, forums and other community-driven websites
- Excellent written and verbal communication skills
- Language skills and travel experience a plus
- Ability to work in a "start-up" environment
- Proficient with MS Word, Excel and other related software
- Passion for the Party Earth Brand

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- Bachelors Degree in communications, business management, marketing/advertising/PR or related field

### **About Party Earth:**

Party Earth is a global media and entertainment company whose mission is to enable its community of users to maximize their social experiences worldwide. Through its content, media, and community, Party Earth is a trusted source that delivers unique and valuable recommendations, helping its users find what to do, when to do it, and who to experience it with. The Company currently provides detailed reviews of social venues (i.e. bars, nightclubs, beaches, casinos, parks, plazas) in cities across the world; a daily calendar of festivals, concerts, and sporting events in these cities including real-time event notifications; and photos capturing moments and experiences from certain festivals and events across the globe. Moreover, the Company ensures that its community members have a personalized experience by enabling them to utilize its content and interact with other users based on their own interests and preferences.

To apply, please submit your resume to [careers@partyearth.com](mailto:careers@partyearth.com)

[www.partyearth.com](http://www.partyearth.com) | [Party Earth on Facebook](#)