**POSITION DESCRIPTION**

**Position Title:** Talent Acquisition Coordinator

**Salary Grade: 16**

**Reports to:** Vice President of Human Resources & Business Services

**Direct Reports:** None

**Department:** Human Resources

**Classification: Regular** Full-Time

**FLSA Status:** Exempt/Salary

**SUMMARY:**

The primary focus of this position is to drive recruitment activities for Beyond Vision including sourcing, screening, interviewing, and facilitating the recruitment process. Works collaboratively with leaders, managers, and supervisors throughout the organization to acquire the best talent. Also develops effective networks within the local and national blindness community as well as within local job-development resources (e.g. staffing agencies, professional recruiters, and state and local Departments of Vocational Rehabilitation). This employee will optimize use of online job sites, social media, job fairs, etc., to maximize awareness of open positions and attract top talent. This position is also instrumental in updating and implementing the Affirmative Action Plan and performing other administrative tasks as needed.

**ESSENTIAL FUNCTIONS:**

1. Working with managers and supervisors., drive recruitment cycle (from job description, to posting, to candidate screening, to interviewing, to drafting of job offers). Communicate closely with all stakeholders in order to maintain visibility of progress and next steps at every stage.
2. Maintain the Recruitment Status Report on a weekly basis.
3. Ensure recruitment process follows local, state, and federal laws.
4. Maintain, update, and create relevant job descriptions. Post effective job ads to search sites, employment list serves, and relevant consumer organizations.
5. Leverage social media (including LinkedIn and Facebook) to engage and attract quality candidates
6. Network with disability-focused employment agencies in order to raise awareness of employment opportunities in states in which we do business.
7. Develop and maintain engagement with a growing pool of qualified candidates in advance of need (sourcing).
8. Assist with public relations in establishing a recognizable employer of choice reputation for the company both internally and externally. Promote the Mission and Vision of Beyond Vision with passion and professionalism.
9. Communicate with existing managers and employees on a regular basis to understand varying industries/trends. Develop incentives for employees to refer potential candidates.
10. Build relationships with key people and organizations in the local and national blindness community. Attend local and national conferences/meetings to assist with relationship building.
11. Create and deliver professional presentations to potential referral sources.
12. Track recruitment activities and keep accurate records. Maintain all pertinent applicant and interview data for transparency and reporting purposes.
13. Assist in performing reference and background checks.
14. All other duties, as assigned.

**KEY COMPITENCIES:**

* Relationship Builder: Exceptional interpersonal skills. A successful track record of building and maintaining strong working relationships throughout the workplace and community.
* Strong Professional Communication: Both written and verbal. Ability to create and deliver effective public presentations when needed.
* Strong Computer Skills: Including using Microsoft Office products. Strong understanding in the use of social media for business purposes.
* Autonomy: Self-starter who can take direction but does not wait for it.
* Travel: Ability to travel within the community regularly. National travel on occasion.
* Project Management: Ability to effectively manage the recruitment process from beginning to end.
* Passion and Mission Focus: A passion and drive to fulfill our Mission of increased employment for people who are blind and visually impaired.

**REQUIRED EDUCATION AND EXPERIENCE:**

* A minimum of a two-year degree in business, communications, or a related field. Or a minimum of two years in recruitment, sales, or business development.
* Knowledge and experience working with the blindness community both locally and nationally.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to communicate verbally and in writing. The employee is required to be mobile both in and out of doors. This job requires the ability to occasionally lift office products and supplies up to 20 pounds.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.*

Beyond Vision abides by the requirements of federal laws which prohibit discrimination of individuals with the following legally protected status: race, color, religion, sex, sexual orientation, gender identity, national origin, disability and protected veterans. Beyond Vision also abides by affirmative action requirements to employ and advance in employment qualified individuals without regard to race and sex (per Executive Order 11246), disability (per 41CFR 60-741.5(a), and protected veteran status (per 41CFR 60-300.5(a).