



POSITION DESCRIPTION

Position Title: Manager, Talent Acquisition

POSITION SUMMARY

The Manager, Talent Acquisition develops recruitment strategies and manages and performs full-cycle recruitment activities to attract, source, evaluate, and hire qualified candidates who support Envision's mission and core values. The Manager, Talent Acquisition partners with hiring managers to understand staffing needs, develop sourcing plans, build candidate pipelines, and support timely, compliant, and effective hiring decisions.

The role serves as a recruiting partner and subject matter resource to hiring managers, with responsibility for recruitment strategy, planning, sourcing, screening, interviewing, offer coordination, recruitment marketing, community partnerships, and process improvement.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE

- Manage and perform full-cycle recruitment activities, including requisition intake, job postings, sourcing, screening, interviewing, candidate communication, offer coordination, and pipeline development.
- Consult with hiring managers to clarify staffing needs, review position requirements, develop recruitment strategies, evaluate candidates, and support hiring decisions that align with Envision policies, employment laws, and business needs.
- Work collaboratively with managers and supervisors to develop proactive recruitment plans that meet current and projected staffing needs, with particular emphasis on high volume, specialized, and difficult to fill positions.
- Participate in and support recruitment events promoting blind/visually impaired and veteran employment, and/or other qualified candidates including job fairs,

virtual career fairs, community organization partnerships, college recruiting, and other creative recruiting events.

- Track and analyze recruitment metrics, including candidate flow, source effectiveness, time-to-fill, requisition aging, and offer acceptance, and recommend changes to improve efficiency, candidate quality, and hiring outcomes.
- Work collaboratively with the Human Resources Business Partner, HR Managers, and hiring managers to create competitive job offers that align with Envision's compensation and total rewards philosophy.
- Partner with hiring departments, career pathway programs, Marketing, community partners, schools, workforce organizations, and staffing resources to promote opportunities and build qualified candidate pipelines
- .Lead recruitment-related projects and process improvements that support HR strategic priorities.
- Ensure candidate workflow status, correspondence, interview data, disposition reasons, and offer details are accurately maintained within Paycom.
- Support internal mobility efforts by promoting internal opportunities, connecting employees with career pathway resources, and helping identify qualified internal candidates for open positions.
- Maintain and submit Envision's Affirmative Action Plans, including coordinating required data, ensuring accurate applicant tracking and outreach documentation, and supporting compliance with AAP, OFCCP, and VEVRAA requirements.
- Create, maintain, and update job descriptions in partnership with hiring managers and HR leadership to ensure position responsibilities, qualifications, reporting relationships, FLSA status, and other job-related information remain accurate and aligned with organizational needs.
- Supervise assigned recruiting staff, including providing day-to-day guidance, setting priorities, monitoring recruitment activity, coaching performance, and supporting professional development.
- Flexibility to perform other duties as assigned.

JOB REQUIREMENTS INCLUDE

Education: Bachelor's degree in Human Resource Management, Business Administration or related field preferred; High School Diploma required.

Experience: Four (4) – six (6) years of professional human resources experience in recruitment and selection related activities required.

Knowledge/Skills:

- Strong knowledge of the principles and practices of human resources management including full-cycle recruitment sourcing strategies, candidate selection, and offer processes
- High level proficiency in Microsoft Word, Excel, Outlook, Teams, and HRIS systems
- Ability to build effective relationships with hiring managers, candidates, community partners, staffing agencies, and other external recruitment sources.
- Strong consultative skills with the ability to advise hiring managers on recruitment strategies, candidate qualifications, hiring timelines, and labor market challenges.

SUPERVISORY RESPONSIBILITIES

Total Number of Employees Directly Supervising: 1

Number of Subordinate Supervisors Reporting to Position: 0

VISION REQUIREMENTS INCLUDE

Can be performed with or without assistive technology:

- X Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.
- Required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry work or repairing machinery.
- Required to review/inspect own assigned work, the work of others, or facilities or structures.

Requires normal (or corrected to normal) vision/acuity:

- X Required to operate motor vehicles and/or heavy equipment such as forklifts.

“To improve the quality of life and provide inspiration and opportunity for people who are blind or visually impaired through employment, outreach, rehabilitation, education and research.”



Integrity



Curiosity



Passion



Initiative



Teamwork



Excellence

COMMENTS

Envision, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status or characteristic. Protected veterans and individuals with disabilities are encouraged to apply.

Envision, Inc. employs and advances in employment individuals with disabilities and protected veterans, and does not discriminate on the basis of disability or veteran status in its hiring or employment practices.

Reasonable accommodations are available to enable individuals with disabilities to perform the essential functions of a position.

PHYSICAL REQUIREMENTS INCLUDE

In an average workday, employee must:

Task	None	Occasional	Frequent	Constant
Stand		X		
Walk		X		
Sit			X	
Bend/stoop		X		
Climb	X			

Reach above shoulders	X
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Squat/crouch/kneel	X
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Push/pull	X
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Lift	X
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Usual amount	<10 lbs.
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Carry	X
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Usual amount	<10 lbs.
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Employee must use hands for repetitive action such as:

Task	Right Hand	Left Hand
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Simple grasping	Yes	Yes
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Firm grasping	No	No
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Fine manipulation	Yes	No
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WORKING CONDITIONS INCLUDE

In an average workday, employee is exposed to:

Task	None	Occasional	Frequent	Constant
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General shop or store conditions	X			
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X

X

X

X

X

X

X

X

X

Travel for
job

X