



Position: Manager, Talent Acquisition
Location: Remote
Employment type: Full-time, Exempt
Reports to: Director, Talent & Culture
Direct Reports: None

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The Manager, Talent Acquisition reports to the Director, Talent & Culture, who together lead the execution of a multi-faceted strategy for human resources operations. The Manager, Talent Acquisition is responsible for the support, maintenance, innovation, and execution of various human resources activities that span the Employee Life Cycle at EdReports. This position provides a unique opportunity for an independent thinker, who is highly detail-oriented, enjoys working with internal and external stakeholders at all levels, and wants to contribute to the success of a growing organization.

Key Responsibilities

Recruitment, Onboarding, & Offboarding – 60%

- Manage the execution of and iterate on the organization's talent strategy as it relates to current and future talent needs, recruiting, retention, and succession planning;
- Manage full-cycle recruitment and hiring processes, including creating and revising job descriptions, advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference checks, drafting offer letters;
- Manage the onboarding process for new employees and oversee new hire orientation including benefit orientations and other benefits training for employees;
- Manage the offboarding process for terminating employees and work with the Operations Team to ensure compliant completion;
- Collaborate with colleagues across the organization to ensure completion and consistency of recruiting, onboarding, and offboarding practices.

Administrative Management of Human Resources – 25%

(Including but not limited to managing the HRIS/PEO system as related to Talent Acquisition, Benefits Administration, Employee Leave, Personnel Records, and Regulatory Compliance)

- Monitor, prepare, and interpret HR data. Work with Director, Talent & Culture to create and implement action plans to address areas such as staffing, retention, and engagement;

- Partner with and monitor the Professional Employer Organization's (PEO) execution and administration of employee benefits, leave, and regulatory compliance;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent acquisition, and employment law;
- Support Professional Employer Organization in submitting paperwork to external agencies including worker's compensation claims, unemployment claims, verification of employment, and ensure compliance with all state, federal, and local employment laws; and
- Maintain the employee handbook, organizational staffing chart, and organizational directory.

Organizational Support – 15%

- Manage employee communication and feedback through such avenues as company meetings, employee satisfaction surveys, newsletters, focus groups, and one-on-one meetings;
- At the direction and with the support of Director, Talent & Culture, support data analysis and implementation plans as related to talent acquisition, culture, and retention efforts.

Qualifications:

- Passion for EdReports' mission and vision and our core values and commitment to Diversity, Belonging, Inclusion, and Equity;
- A minimum of five years of professional experience in human resources management or similar role;
- Demonstrated record of strong written and verbal communication with various audiences;
- Ability to multi-task and manage competing demands and deadlines, while continuing to produce high-quality work;
- An ability to successfully navigate ambiguity, maintain flexibility, work independently and collaborate with colleagues other stakeholders in a virtual work environment;
- Experience with data management, particularly with HRIS and/or ATS systems
- Fluent in MS Office suite (Excel, PowerPoint, etc.) and Google suite, preferred; and
- Human Resources certification preferred, but not required; and
- Bachelor's degree preferred, but not required.

Benefits:

We offer a highly competitive benefits package for eligible employees that includes PTO, prorated to start date, of 4 weeks of vacation per calendar year, 3 personal days, and unlimited sick time; medical, dental, and vision insurance; short and long-term disability insurance; life insurance; 401(k) retirement plan, a whole host of ancillary benefits, and thirteen (13) paid holidays.

Salary:

The salary for this position is \$79,000 annually. At EdReports, in determining a final salary for a position, we consider the experience and skill of the candidates while striving to maintain equity in our compensation bands. For this and other reasons, our salary offers are non-negotiable.

We Value All Voices:

EdReports is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live, work, and serve. As such, all employment decisions at EdReports are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.