

# STAFFING SUCCESS COORDINATOR



<b>Division:</b>	Agency Administration
<b>Reports To:</b>	Director of Human Resources
<b>Group/FLSA Status:</b>	Program Specialist/Exempt
<b>Revised:</b>	8/15/2025

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Staffing Success Coordinator supports SWWC's mission by fostering a positive, engaging, and high-performing work environment for all staff. Assists in both recruitment and employee experience initiatives. Attracts and onboards high-quality candidates, while also ensuring current staff feel supported, valued, and connected. Responsibilities include coordinating recruitment efforts, streamlining hiring processes, and implementing onboarding practices that integrate new hires into SWWC. In addition, the Staffing Success Coordinator supports employee engagement, recognition, and retention initiatives that strengthen organizational culture and promote job satisfaction. Acting as a central resource for employees and supervisors, this position helps connect people with tools and resources they need to contribute their best work.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Assists the Director of Human Resources to plan, evaluate and monitor district annual staffing needs;
- Partners with all Administrators on staffing needs to meet each department's staffing requirements;
- Finds new and innovative ways to make the SWWC an appealing and desirable place of employment;
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce;
- Builds relationships and coordinates recruiting efforts with Universities and attends applicable career fairs;
- Facilitates onboarding and orientation to ensure new employees are welcomed, prepared, and integrated into SWWC;
- Leads SWWC's Career Experience program and coordinates the new employee mentorship program;
- Collaborates with Administrators to identify professional growth opportunities for staff;
- Assists the Director of Human Resources in planning, implementing, and evaluating initiatives that support employee success and retention;
- Partners with the Director of Human Resources on workforce planning, compliance, and policy updates;
- Serves as a resource for employees with questions about policies;
- Increases SWWC's profile to reach a broader and wider market of candidates;
- Monitors and analyzes employee satisfaction data (surveys, feedback sessions, and exit interviews) to recommend improvements;
- Assists Administrators with licensure questions to ensure correct licensure is in place for all staff;
- Maintains confidential employee information and ensures all HR processes comply with applicable laws and best practices;
- Provides good public relations and customer service with member districts, staff, parents, and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Knowledge of HR principles, employee engagement strategies, and retention best practices;
- Excellent interpersonal and communication skills, with the ability to foster positive relationships at all levels;
- Ability to maintain strict confidentiality and handle sensitive information appropriately;
- Strong organizational skills, attention to detail, and ability to manage multiple priorities;
- Ability to interpret and apply guidelines, policies and procedures in a logical and consistent manner;
- Ability to research, analyze, and recommend employee-centered solutions;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Bachelor's Degree in human resources, organizational development, communications, or a related field, OR equivalent combination of education, training, and experience;
- Experience in employee relations, HR support, engagement, or related role preferred.

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Valid Driver's License.

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under limited supervision of the Director of Human Resources;
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*