


DEPARTMENT: ASPED
GRADE: 5
FLSA: () Non-Exempt (X) Exempt
POSITION TYPE: (X)Reg. FT ()Reg. PT ()Casual
BARGAINING UNIT: ()AFSCME ()IBEW (X)None
LAST REVIEWED: August 12, 2019

EMPLOYEE ENGAGEMENT COORDINATOR

SUMMARY DESCRIPTION

The Events DC Employee Engagement Coordinator will work collaboratively on a variety of cultural and people-related initiatives aimed at creating an environment where our people can do their best work. The primary responsibilities of this role will be to support the employee engagement function and operational initiatives of the ASPED Division in conjunction with Human Resources. This position reports to and will work closely with the Manager, Employee Engagement and Performance Excellence in the development and execution of strategic employee engagement initiatives for Events DC that drives a culture of excellence.

The Employee Engagement Coordinator will be extremely organized and detail-oriented with good proactive instincts in providing assistance in a fast paced, and ever-changing environment. Incumbent must be flexible, adept at learning quickly, able to anticipate needs of both individuals and the organization and passionate about fostering a work environment consistent with the company culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities:

- In collaboration with the Manager, Employee Engagement and Performance Excellence, responsible for the development of new engagement initiatives
- Coordinate employee engagement events, activities, and rewards and recognition programs to create a highly engaged culture in which team members feel valued.
- Develop and communicate positive employee relations strategies and retention initiatives that foster and promote a positive organizational culture.
- Act as the communications coordinator for the launch of special programs and events.
- Serve as project point of contact on specific segments of employee engagement and communications programs, including contests, meeting logistics, meeting recaps, budget summaries, etc., to ensure all engagement programs are successfully implemented.

- Partner with change leadership teams, to leverage employee communications as part of the change management process.
- Work with the departments throughout the organization to analyze data related to employees' onboarding/offboarding experience, resulting in recommendations relative to opportunities for continuous improvement.
- Assist in the creation of documents various content articles including newsletters, blog posts, employee spotlights, collateral for trainings, company-wide meetings, etc.
- Develop internal communication vehicles to ensure employee awareness, understanding and participation in programs and process improvement related to increasing engagement and building a best place to work.
- Serve as logistical coordinator for company-wide employee engagement events.
- Support with the external research that helps drives creative and new Employee Engagement ideas.
- Perform other related duties as required and assigned by the Manager, Employee Engagement and Performance Excellence, as well as the Chief Administrative Officer.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to work autonomously and to deal with ambiguity is critical
- Proven organizational skills – be willing to multi-task and operate in a fast-paced challenging environment
- Solid facilitation and presentation skills;
- Highly organized, able to wear multiple hats, and accomplish a multitude of tasks in fast-moving environment
- Excellent communication skills (written and verbal)
- Exceptional presentation skills
- Must be a team player with demonstrated team experience (proven)
- Exceptional customer service focus (proven)
- Ability to maintain/manage confidential information
- Strong interpersonal skills and ability to professionally interact with managers, staff and officers at all levels of the organization with diplomacy and professionalism
- Self-motivated, proactive, committed to continuous improvement
- Strong analytical skills
- Good time management and organizational skills
- Ability to make sound judgments on job-related matters, work with minimal supervision, demonstrate initiative and manage multiple tasks and deadlines in a fast-paced environment
- Ability to deal effectively and courteously with irate customers
- Strong editing skills
- Proficiency in Microsoft Office suite required

CORE COMPETENCIES (Specialist)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos, and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.
- Ability to tour all company facilities and speak with employees, including the largest facility, which is 2.3 million square feet.

MINIMUM QUALIFICATIONS

- Bachelor's degree (B.A.) from four-year college or university
- Minimum two years of administrative/coordination work, ideally including employee engagement conference or meeting planning
- Demonstrated written/verbal communication skills
- Ability to think critically and problem solve and make proactive recommendations.
- Knowledge of business and management principles, as well as resource coordination
- Outstanding customer service
- PR or Marketing with Social Media experience a plus
- Highly social and employee focused with the ability to prioritize and manage multiple projects simultaneously.
- Flexible with the ability to respond quickly to changing needs and priorities.

REQUIREMENT

All positions require candidates to successfully complete our background screening process

Approved: _____
Human Resources Date

Reviewed: _____
Supervisor Date

Reviewed: _____
Employee Date