

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

EMPLOYEE ENGAGEMENT COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 18-P

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Employee Engagement Coordinator position plans, coordinates, manages, and evaluates college-wide events and activities for the Office of Human Resources that enhance employee engagement, wellness, and communications. This position serves as the coordinator for strategic employee engagement and wellness initiatives and leads cross functional teams, manages budgets and vendor relationships, and ensures timely, consistent messaging across digital and in-person channels to support FSCJ's strategic workforce goals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Researches wellness program ideas to coordinate and enhance the FSCJ Wellness program, and serves as Wellness Champion team lead and point of contact for all College wellness-related items.

Leads college-wide internal and external HR communications to inform and engage employees through email, marketing tools, or the website. Researches, drafts, edits, and releases digital and print content (email, intranet, newsletters), and ensures brand consistence.

Plans, decides, and/or manages monthly and annual employee engagement and wellness content and events for employees at all campus/center locations. Selects and gathers vendors and food options; negotiates vendor contracts; reviews and manages budgets; and executes on-site event logistics, set-up, and breakdown to ensure successful and consistent employee experiences.

Supports the planning and roll-out of the Employee Engagement survey. Assists with distributing and collecting employee responses and data. Participates in the review of results for opportunities to implement changes to enhance the employee experience.

Serves as the primary lead and manager of enhancements and maintenance of the Human Resources web and HR Hub content, including forms, with updates based on current events and special requests. Partners with the marketing and web communications team to develop, design, and implement changes.

Serves as the Human Resources ambassador for annual employee engagement and wellness activities by traveling to various locations monthly, quarterly, and annually. Provides a presence and supports employee engagement and wellness initiatives within the College while promoting positive employee experiences.

Manages monthly project P-card and allocated budget funds for employee engagement and wellness initiatives. Submits voucher request and reconciles P-Card.

Manages non-academic Human Resources initiatives assessment process. Inputs assessment measures and outcomes into assessment system. Reviews proposed outcomes, engages leadership in discussions, and recommends actions for improvements.

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Coordinates meetings with various department members to discuss, gather, and submit supporting evidence displaying the Office of Human Resources' work (strategic initiatives) that supports the Mission and Vision of the College.

Provides employee engagement and wellness support to assist with continuous improvement in student learning and operational services that contribute to student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution with three (3) years of experience in Human Resource project coordination, corporate communications, or a related field.

PREFERRED QUALIFICATIONS

Bachelor's degree in Human Resources, Business Administration, Communications, Public Relations, or a related field, from a regionally accredited institution and three (3) years of experience in leading large-scale employee engagement, wellness, or change management programs. Experience maintaining public facing websites/intranets, graphic design, and/or digital marketing.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 8/27/25