

## **Human Resources Coordinator**

**JOB OPENING:** SWIPCO seeks a qualified professional to join our team as a Human Resources Coordinator. SWIPCO/SWITA currently employs approximately 100 staff and the Human Resources Coordinator, under the direct supervision of the Administrative Services Director and in close coordination with department heads, is responsible for overseeing recruitment, onboarding, training, and retention of employees. The current Covid-19 health emergency has highlighted the extreme importance of human resources management, and the Human Resources Coordinator will have a large role to play as the agency adjusts and adapts to a changed working environment in the future. To be successful a candidate should possess strong interpersonal skills, training and experience in human resources functions, and demonstrated experience working with a diverse employee population. Starting salary range is \$45,000 to \$60,000 DOQ with excellent benefits package. SWIPCO is an IPERS employer.

Potential candidates should visit <https://www.swipco.org/career-opportunities-rfp-s/> for more information and application instructions. Questions should be directed to Executive Director John McCurdy at [john.mccurdy@swipco.org](mailto:john.mccurdy@swipco.org) or 712-243-4196 x222. Applications must be submitted by 4pm, May 26, 2020. Due to the current health emergency, interviews may take place via electronic means. SWIPCO is an equal opportunity provider, employer, and lender.