



**MASSACHUSETTS WATER RESOURCES AUTHORITY  
JOB VACANCY ANNOUNCEMENT  
Internal/External  
Workforce Development Coordinator  
RE-POST**

Posting Period: December 10, 2021 to May 27, 2022  
Location: Charlestown, MA, USA  
Salary: \$1,156.78 - \$1,770.04  
Salary Type: Weekly  
Position Type: Full Time  
Benefits Eligible: Yes - <https://www.mwra.com/02org/html/benefits.htm>  
Work Schedule: Monday - Friday 8:30am - 4:30pm \*Telework eligible up to 50% of the work week after a waiting period  
Apply at: <https://mwra.applicantpro.com/jobs/>

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**PCR#:** 8410005  
**POSITION:** Workforce Development Coordinator  
**DIVISION:** Affirmative Action  
**DEPARTMENT:** Affirmative Action  
**UNION/GRADE:** Unit 6/Grade 9

**BASIC PURPOSE:**

Responsible for sourcing, recruiting (in person and virtual) and referring qualified protected class candidates to Human Resources - Employment Unit. Establishes, develops and maintains collaborative linkages and relationships with community groups and organizations, professional associations, government agencies, college and technical schools within the MWRA service area as sources for referring qualified protected class job applicants (women, minorities, persons with disabilities, and Veterans). Serves as a resource for current MWRA staff on career planning tasks such as updating a resume and practicing for interviews.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Project Manager, Monitoring & Compliance.

**SUPERVISION EXERCISED:**

None.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and maintains traditional and non-traditional recruitment sources in order to refer qualified protected class candidates to MWRA Employment Unit for consideration.
- Manages the applicant tracking database for protected class recruitment.
- Partners with hiring managers and assists Human Resources Department Employment staff in the development of on-going recruitment strategies to attract a representative pool of candidates by participating in assigned interview selection committees, virtual recruitment, job fairs, and related outreach efforts.
- Partners with Human Resources to forecast future hiring needs.
- Works closely with Human Resources and department managers to proactively develop diverse intern applicant pools across the organization.
- Develops and leads individual and employee group sessions on resume tips, cover letters and strategizing for a successful job interview.
- Performs first-level screening of prospective candidate applications/resumes, to identify candidates meeting/exceeding minimum entrance requirements. Communicates with applicants to ascertain skills, determine current employment status, and clarify information.
- Actively participates on all assigned interview selection committees with hiring managers.
- Provides advice and guidance to department hiring managers on the application of interviewing and selection policies, procedures, techniques and documentation.
- Researches new ways of using the Internet for recruitment. Identifies and sources candidates through social and professional networking sites.
- Monitors, corrects and analyzes Affirmative Action (AA) statistical data. Codes, tracks and monitors personnel requisitions for underutilization, prepares scheduled monthly and special reports, maintains program/project activity records and statistical information.
- Compiles federal and state statistical compliance reports from Human Resources Information Systems (HRIS) for regulatory agencies in support of ongoing Authority Affirmative Action Plan and Human Resources strategies and initiatives.
- Utilizes established procedures for the management and control of confidential information and documents.
- Coordinates with and consults Human Resources on matters pertaining to hiring policy, recruitment, training and selection criteria.
- Assists in the development of programs designed to enhance the image of MWRA as an equal opportunity and affirmative action employer. Maintains relationships with public

and community organizations. Coordinates common-interest programs with minority groups, secondary schools, and government agencies.

**SECONDARY DUTIES:**

- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- A Bachelor's degree in administration, business, management or related field; and
- Two (2) to four (4) years' experience in human resources, career planning, or related field with emphasis on recruitment, staffing and placement; or
- Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of targeted recruitment principles, procedures and resources.
- Ability to interpret and advise hiring managers on the application of EEO/AA laws and regulations during the selection process.
- Ability to objectively evaluate applicant credentials, experience, qualifications and skills.
- Strong interpersonal skills, relationship-building skills, and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong presentation skills.
- Knowledge of Webex a plus.
- Ability to maintain confidentiality.
- Familiarity with computer software packages such as MS Office Suite.
- Excellent oral and written communication skills.
- Ability to travel to all MWRA facilities and local recruitment and networking fairs.
- Familiarity with online recruitment tools including LinkedIn.

**SPECIAL REQUIREMENTS:**

A valid Class D driver's license.

**TOOLS AND EQUIPMENT USED:**

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk. There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment but travels to other MWRA sites and eastern Massachusetts locations on a regular basis. The noise level in the work environment is usually a moderately quiet office setting.

**Massachusetts Water Resources Authority (MWRA) is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, national or ethnic origin, age, religion, disability, sex or gender, sexual orientation, gender identity or expression, or veteran status.**