



# RECRUITMENT COORDINATOR POSITION PROFILE

STRATEGIC GOVERNMENT RESOURCES

# POSITION PROFILE



## WHO WE ARE

STRATEGIC GOVERNMENT RESOURCES (SGR) EXISTS TO HELP LOCAL GOVERNMENTS BECOME MORE SUCCESSFUL BY RECRUITING, ASSESSING, AND DEVELOPING INNOVATIVE, COLLABORATIVE, AUTHENTIC LEADERS.

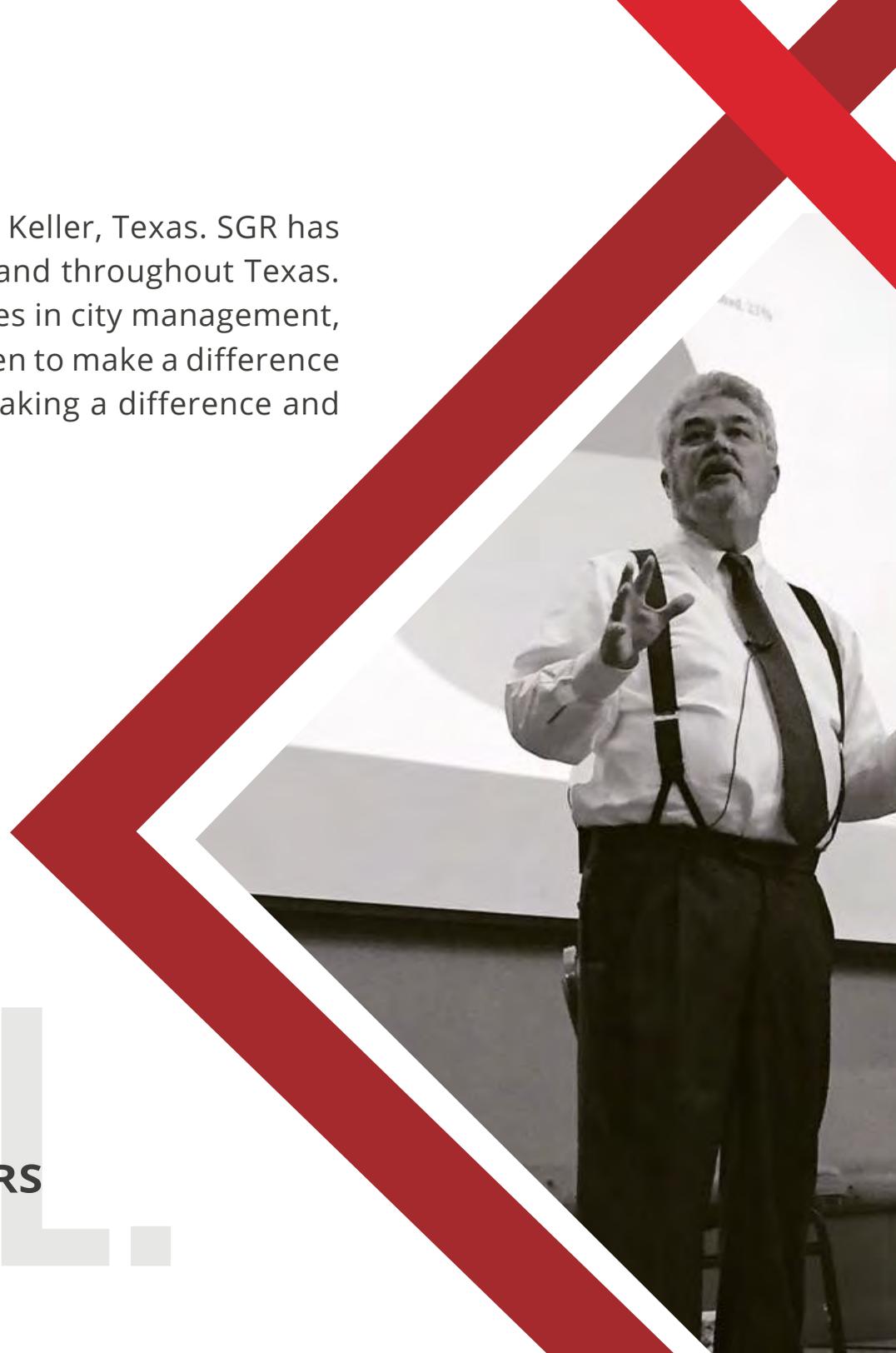
**S**GR practices and advocates a servant leadership philosophy which returns to the roots of authentic leadership through its emphasis on healthy relationships. This builds a foundation of trust that allows leaders to be out on the leading edge of innovative thinking without leaving their team behind. Successful employees at SGR place a priority on healthy relationships and walk the talk of servant leadership. Primary services provided by SGR include: executive recruitment, interim management placements, candidate and employee assessments, online training, executive coaching, executive team development, and governing body retreats.

# OUR HISTORY

**S**GR's corporate headquarters is located in the Dallas/Fort Worth Metro area in Keller, Texas. SGR has satellite offices in Arizona, Colorado, Florida, Louisiana, Missouri, Oklahoma, and throughout Texas. CEO Ron Holifield founded SGR in 1999, after spending two high-profile decades in city management, which included service as City Manager in several cities. Ron's passion has always been to make a difference and truly change the world. Successful employees at SGR share that passion for making a difference and are committed to meeting the needs of our clients.

Since 2006, SGR has experienced an average annual growth rate in excess of 30% per year, and that rapid pace of growth continues. As a result, SGR is one of the most dynamic, fast-paced, and constantly evolving work environments anywhere. Successful employees must be able to thrive in such environments.

Today, SGR is one of the largest local government executive search firms in the nation, operates the second largest local government job board in the nation, is the largest private sector provider of local government training in the nation, and provides the leading online learning management system in the nation designed specifically for local governments.



**R**ECRUITING, **A**SSESSING AND **D**EVELOPING  
**I**NNOVATIVE, **C**OLLABORATIVE, **A**UTHENTIC **L**EADERS

# THE SGR

DIFFERENCE



SGR embodies eight core values that truly set us apart:



# WORKING AT SGR

CONTINUED

**S**GR has a unique culture where team members are encouraged to discover their true talents and use them in ways that are both personally satisfying and organizationally valuable. We believe that when team members find the best possible work/life balance, we not only model our core values, but we create a working environment that is second to none.

While SGR is a national company, we operate with just 24 employees and a number of contract positions. Joining a small entrepreneurial company has a number of significant advantages over working for a larger corporation. Here are just a few reasons we think working at SGR is an optimal choice:

- 1. Great Opportunities** SGR carefully evaluates who we hire to ensure that the skill set and personality is a good fit. Because each person is an integral part of the organization, team members are given a great deal of responsibility and ownership of their contributions.
- 2. Variety** In a more structured environment, employees are primarily assigned their main tasks, without the chance to branch out and explore other areas. At SGR, our team members often get the opportunity to work in different segments of the organization to learn more about our business lines and to grow and develop as employees.
- 3. Innovation and Originality** SGR is truly an innovative organization. We approach our work in a unique and original manner, and we have a different perspective than most traditional companies. We embrace challenges and look for opportunities to approach problem solving in creative and new ways.



# WORKING AT SGR

## CONTINUED

4. **Recognition** Individual accomplishments at larger corporations often go unnoticed. At SGR we believe in recognizing our team for their hard work and dedication, and we celebrate individual achievements. It is not unusual for an SGR team member to receive a compliment from a customer or another co-worker and that accolade be immediately shared with the entire organization. In fact, it's the norm!

5. **Servant Leadership** SGR is committed to servant leadership. We believe hard work, caring, and dedication are characteristics we should model daily in our relationships with each other and our customers. We believe that our efforts can truly change the world and that it is important to give back to communities near and far. Each SGR team member receives a paid week off each year for volunteer work. Team members embark on mission trips, work with community organizations, serve as camp counselors, and perform other acts of service in line with our core values.

6. **Friendship, Respect, and FUN!** SGR team members enjoy strong friendships and share a mutual respect. We also like to have fun! Whether meeting for dinner, a movie, a trip to the beach, or a team-building event at an indoor skydiving facility, we understand the importance of balancing work and leisure activities to stay recharged and strengthen our relationships.



## ABOUT THE POSITION

**U**nder the direction of the Director of Recruitment, the Recruitment Coordinator will play a key role in supporting all organizational business lines, particularly the Executive Recruitment business line, by supporting recruiters throughout the search process. Additional responsibilities may include candidate sourcing, content curation, and any other duties as assigned.

## IDEAL CANDIDATE

**S**GR seeks an experienced candidate who is excited about becoming a contributing member of our exceptional team to be its newest Recruitment Coordinator. A candidate who can embrace our unique and flexible culture and is willing to think outside the box will be successful.

The person selected for the position should be a self-starter who is comfortable working independently and on multiple projects. The new Recruitment Coordinator should have excellent communication skills and must be detail oriented. Flexibility is important as priorities can shift rapidly in the course of a day. A team player who is willing to pitch in regardless of the task is ideal.

The chosen candidate must possess exceptional proofreading and editing skills, with experience using AP style and usage guidelines. Experience researching and creating presentations in PowerPoint or other slideshow presentation programs is a required qualification. The selected candidate should be proficient in using cloud-based storage, working with PDFs, and Microsoft Office Suite.

**A candidate who can embrace our unique and flexible culture and who is willing to think "outside the box" will be successful.**

# EDUCATION & EXPERIENCE

The chosen candidate must have experience working in an office setting. A bachelor's degree is preferred but not required. The selected candidate should be proficient in using cloud-based storage, Adobe Acrobat, and Microsoft Office.

# COMPENSATION & BENEFITS

Salary commensurate with qualifications and experience.

# APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

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Strategic Government Resources is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

