Human Resources
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Wellness Program Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP258	**Human Resources**	**Wellness Program Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 24, 2026**

The Wellness Program Coordinator develops, implements, and supports comprehensive employee wellness programs and initiatives that promote employee health and well-being, support health promotion and employee engagement efforts, and align with County benefits strategy, policies, and organizational goals.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, implements, and supports Countywide employee wellness programs aligned with organizational and benefits strategy.
- Uses health and benefits data, including claims and utilization trends, to assess needs, evaluate outcomes, and guide program design and improvement.
- Evaluates program effectiveness and recommends data-driven changes to increase engagement, improve health outcomes, and enhance cost-effectiveness.
- Leads design and continuous improvement of wellness initiatives, including preventive health, behavioral health, fitness, education, and incentive-based programs.
- Partners with County leadership, departments, and benefits stakeholders to align wellness programming with broader employee health and benefits objectives.
- Participates in wellness and benefits governance committees and workgroups to support strategic planning and decision-making.

- Oversees program operations, including scheduling, coordination, and delivery of onsite and virtual wellness initiatives and events.
- Manages vendor relationships, including coordination of services, performance monitoring, and contract support.
- Researches industry trends and best practices to inform program development and innovation.
- Develops wellness communications and materials, including campaigns, presentations, and employee engagement resources.
- Tracks, analyzes, and reports program performance metrics and outcomes to leadership and stakeholders.
- Supports wellness program budgeting, resource planning, and procurement processes.
- Ensures compliance with applicable laws, regulations, and County policies, including benefits-related requirements.
- Maintains accurate program documentation and ensures confidentiality of employee health and benefits-related information.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Health, Health Promotion, Human Resources, Business Administration, or related field.
- Two (2) years of experience in program coordination, employee wellness, employee engagement, public health, human resources, or a related field with direct responsibility for employee-facing programs or services.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.

- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Works alone primarily, with or without directions.
- Works with a group or team as required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes a telephone, computer, printer, copier, and other standard office equipment.
- Materials handled include files, reports, forms, and general office supplies.
- May be required to drive a County vehicle in the course of duties.