



Talent Engagement & Programs Assistant - Limited Duration

On-site · Airside & Terminal Operations - 51 · Full time · F513

San Diego, California, United States

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Description

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Welcome to San Diego International Airport, where our core purpose is to create an exceptional experience for both our community and visitors from around the world. It extends beyond just flights; we embody the vibrant spirit of San Diego itself—sunny, welcoming, and full of life. We are committed to attracting, fostering, and empowering a team of talented individuals who can deliver our strategic goals:

- **Advance Airport Development**
- **Transform the Customer Experience**
- **Optimize Ongoing Business**
- **Cultivate Our Culture**

Here, culture starts with each of us. Our workplace is shaped by mindsets that guide how we show up for one another: believing the best in people, collaboration, empathy, listening, and thoughtful decision-making. If you are ready to contribute to a team that values meaningful impact and enjoys the journey along the way, we invite you to apply today and help us connect our community to the world.

Why You'll Love Working at SAN:

- **Location:** The new Airport Authority Administration building, located on the San Diego International Airport campus and near the waterfront, providing stunning views of our runway, San Diego Bay, the Pacific Ocean, and the city skyline.
- **Salary:** The hiring salary range for the Talent Engagement & Programs Assistant is \$58,271 to \$67,012. The full pay range for the Talent Engagement & Programs Assistant is \$44,824 to \$71,718.

- **Benefits:** You will enjoy 14 paid holidays, 18 – 33 days of vacation (PTO), parental and child care benefits, salary continuance for family & parental leave, tuition reimbursement, ensure your future with our retirement plan options including our comprehensive pension plan and 457 defined contribution plan. Plus, take advantage of our annual employer-funded Lifestyle Spending Account, designed to support your personal development and growth activities—and much more!
- **Wellness:** Enjoy a workplace that makes well-being part of the daily routine! Tap into multiple on-site gyms, unwind or brainstorm in outdoor workspaces, score fitness discounts for every level and goal, give back with volunteer-time rewards, connect with financial wellness advisors, and explore scenic walking trails just steps from campus, all wrapped in a supportive wellness package designed to help you feel your best inside and outside of work.
- **Application Deadline:** August 9, 2026. Applications will be reviewed after the closing date.

About the Job:

The Human Resources department is looking for a Talent Engagement & Programs Assistant with a collaborative focus on supporting talent programs, employee engagement initiatives, and workforce outreach that help shape the employee experience at San Diego International Airport.

Working closely with the Human Resources Business Partnerships function, this one-year limited duration opportunity provides hands-on experience supporting Talent Acquisition and Learning & Development initiatives. The role assists with coordinating employee programs, facilitating new hire orientation, administering learning management system activities, supporting career fairs and community outreach, and helping deliver special projects that contribute to an exceptional employee experience.

The ideal candidate enjoys working behind the scenes to keep programs organized, build meaningful relationships, and create positive experiences for employees and candidates alike. More than a traditional administrative role, this position offers hands-on experience supporting the programs that attract, develop, and engage the Airport Authority's workforce. Few opportunities provide this level of exposure across the employee lifecycle, making it an exceptional opportunity to build a career in Human Resources.

***This opportunity is a one-year term Limited Duration role.**

What You'll Do:

- **Talent Programs Support:** Assists with Talent initiatives, including new hire orientation, leadership development programs, and other talent-focused projects.
- **Learning Systems Administration:** Assists with the administration of learning programs, including LMS activities, course coordination, participant tracking, reporting, and other program support.
- **Recruitment Outreach & Engagement:** Coordinates and participates in career fairs, workforce outreach events, and employer branding initiatives while supporting recruitment activities and candidate experiences.
- **Program & Event Coordination:** Coordinates logistics, communications, materials, and administrative support for employee engagement events, learning programs, and special Human Resources initiatives.
- **Administrative Support:** Prepares reports, maintains records and documentation, coordinates meetings, and performs other administrative duties in support of Human Resources operations.
- **Collaboration & Customer Service:** Builds positive working relationships with employees, hiring managers, vendors, and community partners while providing responsive and professional support.

The Skills We Are Looking For:

1. **Relationship Management** – Builds positive working relationships with employees, hiring managers, community partners, and team members while providing responsive, professional support and delivering a positive employee and candidate experience.
2. **Problem Solving** – Identifies issues, gathers relevant information, and recommends practical solutions while adapting to changing priorities and supporting multiple Human Resources initiatives.
3. **Project Management** – Coordinates multiple programs, events, and administrative activities simultaneously while managing timelines, communications, logistics, and follow-through.
4. **Agility** – Adapts quickly to changing priorities, supports a variety of Human Resources functions, and readily shifts between Talent Acquisition, Learning & Development, employee engagement, and special projects.
5. **Attention to Detail** – Maintains accuracy in records, communications, learning administration, event logistics, and recruitment activities while ensuring quality and consistency across assigned work.
6. **Technology** – Effectively utilizes Human Resources systems, learning management systems, Microsoft Office applications, and other technology tools to support programs, maintain data, and improve efficiency.

About the Team:

Human Resources Department at the San Diego County Regional Airport Authority is a collaborative, people-focused team that partners across the organization to support both employees and leaders. Our work touches every stage of the employee experience from recruitment and onboarding to development, engagement, and retention. As a team, we value strong relationships, open communication, and the ability to meet people where they are. If you're someone who enjoys connecting with people, navigating complex situations, and contributing to a culture of belonging, you'll find meaningful work here.

The Human Resources Business Partnerships team serves as a strategic partner to leaders while supporting employees throughout every stage of the employee lifecycle. From workforce planning and talent acquisition to performance management, learning and development, and employee engagement, the team helps build strong teams, develop people, and foster a workplace where employees can thrive.

Requirements

The Experience You Need to Have**:

- Three years of increasingly responsible human resources or administrative experience, or any equivalent combination of education, training, and/or experience.
- Graduation from high school or G.E.D. equivalent

Licenses, Certificates, and Special Requirements :

Successful completion of a fingerprint-based background investigation, training, and testing required for employment and operation of Authority and San Diego County physical security, surveillance, radio and telecommunications equipment.

Preferred Licenses; Certificates; Special Requirements:

SHRM-CP, SHRM-SCP, PHR, APHR or PMP designation.

*****Don't meet every requirement? That's okay. At San Diego International Airport, we value your unique experience and your willingness to learn. Some roles require specific qualifications or degrees, but others don't—and we're always open to individuals committed to growth and excellence. If this sounds like you, we encourage you to apply. And if it's not the right fit, we'll keep you in mind for future opportunities. We may have the perfect spot for you to land.***

EEO Statement

It is the policy of the San Diego County Regional Airport Authority to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin,

citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, SDCRAA will provide reasonable accommodations for qualified individuals with disabilities.

Physical & Mental Demands

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation. If you need any form of accommodation during the recruitment process, please inform the Talent Acquisition Partner (Recruiter).

Under California Government Code Sections 3100 - 3109, public employees are designated disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as they may be assigned to them by their employer or law.

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San Diego County Regional Airport Authority does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits.

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