



## **EXCITING JOB OPPORTUNITY - BOSTON CHILDREN'S MUSEUM**

### **COMMUNITY ENGAGEMENT PROGRAM LIAISON**

#### **Position Description:**

Reporting to the SVP/CFO, this individual will play a key Museum-wide role in envisioning and ensuring the highest quality of human resources programs and services in support of our organizational goals, objectives and values. Key focus areas for this position will include playing an active role in our equity, inclusion and diversity initiatives, expanding our internal employee learning and training programs, and streamlining administrative processes and recordkeeping with the goal to move to a paperless HR environment. Director, Human Resources will also direct and coordinate all human resources services including full cycle recruitment activities, onboarding and orientation programs, compensation, benefits, policy and procedure development, employee relations, and legal compliance.

- Provide full recruiting cycle services to include sourcing methodology and candidate management and selection to fill open positions at all levels of organization; recruit volunteers and interns as needed.
- Manage benefit programs to ensure high quality, cost effective benefits and services for our employees.
- Collaborate with leadership in developing and implementing initiatives to nurture our culture of respect, open communication, employee engagement, teamwork and positive employee relations.
- Consult, advise, and coach managers on organizational needs, recruiting, recognition, compensation, employee relations, and performance management program (performance reviews, work plans, performance improvement).
- Recommend, develop, implement & maintain all personnel policies and procedures.
- Oversee management of an equitable salary programs, including analysis and classification of all positions. Review all salary changes and position upgrades. Provide guidance to hiring managers on compensation process.
- Working with the Senior Team, identify employee training needs and collaborate as necessary with managers to coordinate relevant training.
- Administer and monitor all leave of absences, unemployment and worker's compensation insurance claims. Review claims to ensure that benefit payments are accurate and comply with museum policy and legal requirements.
- Supervise daily operations in human resource department and HR Manager; manage human resource recordkeeping and reporting functions. Prepare and monitor department budget; administer Museum-wide training budget.
- Stay current on HR best practices; collaborate with other cultural institutions on industry trends.
- Ensure compliance with all state and federal laws and regulations



**Qualifications:**

- BA/BS required
- Seven (7) to ten (10) years of experience in HR, with demonstrated increased responsibilities. Prior experience working in non-profit organizations is preferred but not required.
- Prior experience with developing and implementing diversity and inclusion programs as well as creating and delivering internal training programs (soft skills, management development, etc.)
- Strong recruiting capabilities with the ability to recruit and work with a diverse employee and candidate population
- Ability to relate to, communicate and build trust-based relationships with employees at all levels of organization
- Demonstrated sound and consistent judgment, initiative and the ability to deal with complex, evolving situations.
- Ability to work productively with divergent opinions; promotes collaboration and exchange of ideas
- Outstanding interpersonal and leadership skills; a role model for our core values
- Ability to maintain strict confidentiality
- Excellent verbal, written and presentation skills; demonstrated active listening skills
- Demonstrated ability to be flexible and adept at prioritizing and managing multiple tasks.
- Strong knowledge of Microsoft Office Suite as well as tech savvy with prior experience with progressive HR technology tools and methodologies

**How to Apply:** Send your resume to [jobs@bostonchildrensmuseum.org](mailto:jobs@bostonchildrensmuseum.org).