

Job Title: Human Resource and Leadership Support Coordinator

Reports to: Chief Financial Officer

Overview:

Dynamic coordinator who is responsible for providing comprehensive support in the day-to-day operations for a midsize HR department including work culture, recruiting, compensation, employee relations, communications, compliance, benefits, and records management. Experienced in leaning in, managing up, and thinking ahead in cooperation with a dedicated Executive Team and Board. Must live and reflect CMA core values. Keen organizational skills, diplomacy, and tenacity are required. If you are passionate about wanting to help create an effectual workplace and nourish those around you, this position is for you!

HR Administration

- Provides advanced administrative support of a widely varied and complex nature for Human Resource functions for 80+ full-time, part-time, temporary, and contract employees.
- Manages all employee support such as on-boarding, off-boarding, recognition, retention, wellness, HR training, handbook compliance, advising, and coaching.
- Manages timeclock and payroll administration for all employees. Works collaboratively with outside payroll/HR provider.
- Coordinates all recruitment for the museum through designing job posting, managing online recruitment platforms, screening applications, and facilitating interviews.
- Administers museum benefits such as employee leave, insurance, and retirement plans.
- Directs HR records management, database maintenance, and compliance to include but not limited to OSHA reports, EEO-1 reports, DEW notices, and other HR correspondence.
- Keeps current on best practices, HR changes, trends, requirements, and compliance.
- Trains, uses, and champions CMA systems to enhance organizational knowledge and provide reliable access to information.

Board and Leadership Support

- Primary point of contact for board queries and serves as an Easy Board software administrator to create meeting(s), prepare and distribute meeting notification, correspondences, and agenda & materials.
- Implements board and committee meetings and relevant events.
- Attends board and committee meetings and records and publishes minutes within 3 business days.
- Establishes working relationship with the Board of Trustees President, committee chairs and staff liaisons in verbal, written, and electronic correspondence.
- Maintains mailing and public relations lists for board and committees, updates websites accordingly, creates materials for the board committee members, and maintains historical records of past and current trustee rosters.
- Assists leadership team with various administrative tasks, prepares for meetings and appointments, and coordinates the All-Staff meetings.

Enhance Work Culture

- Live and promote CMA core values.
- Promote DEAI (encourage a diverse workforce and create an inclusive environment where everyone feels valued).
- Promote organizational goals (align employees with the company's mission and vision, emphasizing shared goals).
- Balance work with moments of humor and camaraderie to reduce stress and build connections.
- Prioritize respect (treating colleagues with kindness and respect, fostering a positive atmosphere).
- Establish a strict zero tolerance policy (address toxic behaviors promptly to maintain a healthy workplace).
- Accept and utilize employee feedback (listen to team input and facilitate necessary improvement).

Job Type: This is a full-time, 40 hours per week, exempt position.

Education/Qualifications: A bachelor's degree or equivalent in HR or another relevant field of study. Minimum 3 years of professional HR experience and knowledge of HR process, procedures, and best practices. Excellent written and verbal communications skills. Knowledge of HR benefits, federal and state labor laws. Skilled in recruiting through standard and social media platforms. Fluent in English.

Knowledge and Abilities:

- Strong interpersonal skills using empathy and patience to develop meaningful workplace relationships.
- Ability to communicate effectively in writing and verbally with team members, managers, board members, guests, community members, partners, vendors, and others.
- Detail oriented, highly organized with ability to expertly manage workflow/time.
- Proactively model the importance of timely collegial interaction, personal accountability, maturity, professionalism, communication, and exchange.
- Proactive critical thinker eager to identify key priorities, concerns, problems, and work across teams to implement the necessary resolutions.
- Proficient computer skills in Salesforce, Microsoft Windows, Word, Excel, PowerPoint, Outlook, payroll and human resources software.
- Handles multiple complex projects, some of which are multi-departmental or involve external entities.
- Works independently, exercises considerable discretion and independent judgement, and handles data confidentially.

Salary Range: Commensurate with experience that demonstrates proven successes and results: \$48,497 to \$72,745 plus benefits.

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Alicia Harper, at <mailto:aharper@esourceshr.com> with "Human Resource and Leadership Support Coordinator" in the subject line.