

Position: Human Resources Specialist
FLSA: Full-Time Salary Exempt
Salary range: \$55,000 - \$65,000

POSITION SUMMARY

The Grand Rapids Public Museum is looking for an experienced Human Resources Specialist to oversee all HR processes and procedures. The Human Resources Specialist will be creative, collaborative, consistent and discreet, in order to effectively serve the goals of the broader organization, as well as the individual goals of team-members and departments.

CORE RESPONSIBILITIES

Talent Development

- Lead the GRPM's effort to become a regional workplace leader known for attracting, retaining and growing top talent.
- Oversee recruitment, interviews, background screening, hiring, training, retention and firing.
- Enhance existing annual performance appraisal system and maintain updated job descriptions.
- Develop staff and volunteer training materials and processes.

Quality and Compliance

- Ensure compliance with federal, state and local employment laws and regulations.
- Process unemployment claims and protest or appeal when needed.
- Work with the GRPM's external legal team.
- Lead benefit administration processes to include claims resolution, invoice approval and annual evaluation of policies for cost effectiveness.
- Maintain individual employee and departmental records, review and update the employee manual and other policies annually.

Equity and Inclusion

- Lead the GRPM's equity and inclusion work through developing leading-edge practices in recruitment, employee training and community engagement.
- Train and facilitate GRPM employees in equity and inclusion practices for the benefit of themselves, each other and all visitors to the Museum.

REQUIRED EXPERIENCE AND SKILLS

- 5+ years of experience in leading Human Resources function for a mid-sized business or large nonprofit organization.
- Minimum of a Bachelor's Degree in Human Resources or professional equivalent.
- Ability to diffuse tense situations, handle sensitive and highly personal information on a daily basis and maintain confidentiality in a non-judgmental manner.
- Ability to serve, prioritize and multi-task to support multiple areas.
- Ability to use technology to the GRPM's advantage including human resource software.
- Excellent verbal and written communication skills with both internal and external audiences
- Knowledge of employment law, with excellent organizational, time management and decision-making skills.
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with organizational leadership.

Physical Demands

- Must be mobile with the ability to operate a computer and telephone as well as communicate in a professional business setting. Light to moderate lifting is required.

