

## PLIMOTH PLANTATION JOB DESCRIPTION

**Department:** Human Resources  
**Job Title:** Human Resources Generalist  
**Reports to:** HR Director  
**FLSA Status:** Exempt  
**Position:** Full-time, year-round  
**Supervises:** None

### POSITION SUMMARY

The Human Resources Generalist is a position supporting the Director of Human Resources. Responsibilities include recruitment, training, coaching, labor relations, and assistance with HR administration.

### Primary Responsibilities

- Provide a friendly and welcoming presence for all guests, volunteers and coworkers throughout the Museum. Intentionally and actively contribute to the Museum's positive, collaborative organizational culture in all interactions and communications.
- Partner with hiring managers to support with recruitment activities such as placing employment ads, scheduling interviews, conducting background and reference checks. Provide advice and guidance on recruitment and selection process, including short-list and selection and ensuring the best candidate is selected.
- Responsible for new hire orientation. Assist with creating a new orientation program for new staff and volunteers. The orientation program will be designed to help familiarize new hires with the Museum's Core Commitment, Mission, Vision and Culture. Charged with the task of making new employees feel welcome, establishing their responsibilities.
- Through mentoring coaching and training, support managers to be effective leaders and to help them develop diverse, high-performing teams.
- To deliver core internal training events for employees and managers. Asses the training needs for all staff and departmental needs. Follow-up training results through managers and observation.
- Track and report on training – both internal and external.
- Assist with labor relations, working with the HR Director, Senior Management and outside counsel to provide guidance and information requested by the union.
- Assist with general administrative duties of Human Resources department.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Employees' job descriptions may be reviewed by

management at any time either to ensure that they relate to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description and if/when doing so will discuss with the employee(s) concerned so that any changes are understood by employee(s).

## **Education**

- Bachelor Degree in related field (directly related experience may be substituted on a year for year basis).

## **Experience**

- Minimum of two (2) years human resources office experience
- Nonprofit experience preferred.
- Experience with union labor workforce preferred.

## **Skills**

- Thorough knowledge of Human Resources function required as well as operation of standard office equipment such as computer, fax machines and copiers.
- Working knowledge of ADP Payroll/ADP Workforce now preferred.
- Basic knowledge of HR laws, ERISA, COBRA, FLSA, ACA, FMLA, and EEOC.
- Experience with Microsoft Office (Excel, Power Point, Word and Outlook).
- Ability to safeguard confidential information.
- Ability to interpret documents such as contracts, safety rules, procedure manuals, and maintenance and operating manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form.
- Basic mathematical and logic skills.
- Effective, timely, and professional communication and interpersonal skills.