Plimoth Patuxet Museums is looking for a passionate and experienced HR professional to direct the HR function and to ensure the Museum attracts and retains the best talent. The ideal candidate will be proactive and resourceful and will be able to provide strong strategic leadership to the organization and the workplace culture.

The Human Resources Manager is responsible for all oversight on all HR activities, including: talent management, employee relations, training and development, employment legislation compliance, and creating and implementing personnel/administrative policies. He/she also oversees the HR Coordinator who is responsible for the benefits administration.

**Primary Responsibilities**

- Develop and manage full service HR department with a focus on employee relations, recruiting, and benefits administration.
- Serves as a trusted resource and advisor to all employees across the museum guiding them to the resolution of difficult employee relations issues with compassion and equity.
- Create and manage all job postings and research new opportunities for Plimoth to expand its recruiting efforts.
- Facilitate all steps of the hiring process; to include, sourcing, screening, scheduling, initial interview, offer letters and negotiations, background checks, etc.
- Oversee data entry and integrity for new hires into ADP system, as well as tracking and management of HR files
- Create and maintain Plimoth’s brand of new hire orientation by facilitating the entire onboarding experience.
- Oversee Annual Performance Review Process
- Conduct and/or organize management and staff training programs, and provide coaching on both formal and informal levels. Initiate and organize staff events and programs that support staff development.
- Oversee all employee benefit and retirement plan programs; including include Medical/Dental/Vision, Life, and Disability, AD&D, 403b, Health Reimbursement Accounts, Cobra, Worker’s Compensation and other voluntary benefits; processing enrollments, changes and terminations. Work closely with vendors to ensure the system is functioning properly, review data for accuracy, establish carrier connections, and ensure accurate transmission of data. Resolve any carrier issues.
- Collaborate with Chief Administrative Officer on negotiation/renewal of all benefit and retirement plan programs. Actively supervise open enrollment process twice a year ensuring competitive offerings for employees.
- Oversee processing of monthly billings from insurance providers. Review invoices for accuracy, code and forward for payment. Resolve discrepancies with carriers.
- Update Employee Handbook and create new policies and procedures, as required.
- Perform regular audits to verify system accuracy. Produce requested research and documentation for annual Worker’s Compensation and 403(b) audits. Complete any necessary follow up actions.
- Oversee the completion of required annual reports such as EEO Reporting, Form 5500 filings and ACA compliance reporting, etc.
Oversee processing of all unemployment claims. Work with outside vendor to resolve any benefit charge disputes.

Oversees evaluation of employee and visitor accident reports. Reviews documentation to determine whether medical bills and disability benefits should be continued. File required forms in accordance with state laws.

Lead organization compliance with all existing or future governmental and labor legal requirements including any related to the Massachusetts Paid Family Medical Leave Act, Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA).

Serve as Health and Safety contact for all protocols required per state or federal regulations (e.g. COVID-19 training and follow-up).

Responsible for HR budget development and implementation.

Collaborate with employment legal counsel as necessary.

Qualifications

- Bachelor’s Degree in related field, e.g. concentration in HR, Industrial or Behavioral Psychology, Sociology.
- Master’s Degree and/or PHR or SPHR certification a plus.
- Five to ten years’ senior HR generalist experience in either profit or not-for-profit environments; experience in creative/cultural industries a plus.
- Enthusiastic and positive; provides vision and inspiration, earning respect and trust, and mobilizes others to fulfill the mission.
- Four to six years’ experience managing others.
- Strategic innovative thinker; displays original thinking and creativity.
- Experience with fiscal/budget responsibilities and ability to maintain confidentiality.
- Excellent multi-tasking and organizational skills.
- Outstanding written and verbal communication skills.
- Demonstrated work ethic, flexibility and thorough follow-up skills.
- Ability to work collaboratively and maintain professional demeanor at all times.
- A high level of professionalism and confidentiality are critical.
- Excellent written and spoken communication skills are extremely important.

To apply, please send resume to Tracy Maynard at tmaynard@plimoth.org.