



## **KID Museum People and Culture Specialist/Generalist**

### **About KID Museum**

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs, community events, and live, virtual sessions encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **Position Overview**

KID Museum is seeking a **People and Culture Specialist/Generalist** to partner with the Managing Director to support our growing human resources function. As part of the team, you will be responsible for ensuring effective day-to-day human resource support and service delivery in the following areas: recruitment/retention, benefits, performance management, HR

compliance, on-boarding/off-boarding, metrics and reporting, record keeping, and HR system administration.

This is an excellent opportunity for a problem solver, a people person, a multitasker, a project manager, and a team player who is innovative and eager for a challenge. You will be actively involved in the recruitment process as we work to identify the right talent to fill our open positions. This role will have room to develop and grow as the organization expands.

The successful candidate will have a Bachelor's degree in Human Resources, Business Administration or a related field, plus a minimum of 5 years' practical work experience in human resources, or a combination of education and experience. HR certification desired. Previous experience supporting recruitment, benefits administration, and employee onboarding and offboarding. Demonstrated knowledge and understanding of employment legislation and compliance requirements, HR policies, and best people practices. Diversity, Equity, Accessibility and Inclusion (DEAI) experience is a plus. Experience developing and implementing HR policies and programs is needed.

### **Essential Job Functions**

- Partner with the Managing Director of People and Culture throughout the full-cycle recruitment process to build a pipeline of talent for current and future hiring needs.
- Identify opportunities to improve employee experience, assessing current people programs and proposing innovative ways to improve existing or implement new initiatives.
- Provide support to learning and development programs, performance management, change management and staff recognition initiatives.
- Partner with the Managing Director to maintain compliance with federal, state, and local employment laws and regulations. Review organization's policies and practices to ensure compliance.
- Partner with the Managing Director to support corporate initiatives related to Diversity, Equity, Accessibility and Inclusion (DEAI); employee engagement surveys and results; and social responsibility initiatives.
- Assist with administering the onboarding and offboarding processes as staff begin their career with KID or exit the organization.
- Be a steward of KID's culture by developing positive employee relationships and helping to foster a climate of high performance, teamwork, collaboration, and effective communication.
- Handle general and employment-related inquiries from applicants and staff, referring complex and/or sensitive matters to the Managing Director.
- Handle departmental administration, i.e., metrics, job descriptions/ postings, organizational chart, performance review support, exit interviews/offboarding, reporting etc.
- Play a role in managing and improving HR tools, processes, and workflows to keep organization running smoothly.

- Responsible for record keeping and maintenance of staff files and other related documents.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Ensure and maintain data integrity in our HR systems and tools with a high level of accuracy.
- Successfully complete other duties as assigned.

### **Minimum Qualifications**

- Ability to work in a fast paced environment and interface effectively across the organization and externally.
- Excellent oral and written communication skills; impeccable email etiquette.
- Strong interpersonal skills; demonstrated discretion and diplomacy at all levels.
- Good problem-solving, influencing, and negotiation skills.
- Demonstrated ability to organize workload, manage several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Strong administrative skills; good research, planning, analytical and organizational skills; strong work ethic and follow-through; meticulous attention to detail.
- Good judgment, initiative, creativity and resourcefulness; deadline focused.
- Detail-oriented and self-directed; able to work independently with little supervision.
- Ability to maintain confidentiality, sensitivity and discretion within the museum setting and with respect to employee information.
- Proficiency in both MS Office and Google Suites.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to [careers@kid-museum.org](mailto:careers@kid-museum.org) for consideration.

*Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*