

HR GENERALIST

Job Title: HR Generalist
Department: Administration
Reports to: Executive Director
Job Type: Full-Time Salaried/Exempt
Salary Range or Pay Rate: \$65,000 - \$70,000

About The Z:

The Zeiterion Performing Arts Center (The "Z") is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

EQUAL OPPORTUNITY:

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

COVID-19 PROTOCOL:

A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to navigate internal and external work
- The noise level in the work environment ranges from low to high
- Position may require work responsibilities outside of normal business hours.
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Z is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

POSITION OVERVIEW

The HR Generalist is a new position for The Z and will be responsible for building the infrastructure and policies indicated in the below job description. Those who are interested and have experience in how systems, policy, and equity interact are encouraged to apply. We are asking for a two-year commitment.

Reporting to the Executive Director, the HR Generalist is responsible for all human resources functions. Employee development, experience, and culture are critical elements to our success and one of our top priorities. The HR Generalist assists all employees in meeting their career goals and helps to foster a welcoming and encouraging environment for everyone. They make all efforts to ensure both open communication and equitable processes are met in all aspects of our work and that our values and mission are at the core of all we do.

RESPONSIBILITIES:

Human Resources: Oversee the strategic and operational functions of human resources including but not limited to talent, organizational efficiency and cost effectiveness.

- Manage the recruitment process by working with managers to create job postings, descriptions and interview questions that reflect the requirements for each position; communicate with applicants and schedule interviews; and oversee new employee on-boarding.
- Administer employee benefits and respond to employee questions.
- Respond to requests for employee/employment related information including verifications of employment and census data.
- Process weekly payroll and make changes to employee information as needed.
- Maintain the payroll databases; process new-hires, terminations, and status changes.
- Respond to employees about payroll and benefit questions.
- Process FMLA and disability paperwork.
- Monitor Combined Time Office balances.
- Conduct and/or facilitate annual employee reviews
- Develop succession plans.
- Ensure company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth.

Culture: Create an engaging and collaborative work environment where staff understand how their duties contribute to the organization's overarching mission and values, and have the tools to succeed through communication, alignment, goals and recognition.

- Be people oriented, cultivating relationships and policies built on fairness, respect, and inclusion
- Maintain an outcome focused approach, celebrating organizational milestones and holding space for accountability and in unsuccessful timelines
- Create and implement staff events and celebrations.

- Manage employee relations by coaching and counseling staff; monitoring and reviewing staff job contributions; resolving problems; and advising on change implementation.
- Offer insight on organization wide goals and individual responsibilities in job postings and descriptions
- Develop policies to create safe spaces for employees (i.e. whistle blower)
- Keep the Executive Director and leadership team informed of problems and issues that jeopardize the achievement of organizational goals

Equity: The Z is committed to establishing a culture of antiracism on which we build policies, procedures, and a safe, equitable space for people from all backgrounds to feel safe and seen. A priority of the HR Generalist will be the operationalization of equity goals and metrics toward recruitment of applicants who hold the values of the organization and represent the diversity of New Bedford in race, gender, economic status, and ability.

- Build a structure for values-based hiring and retention
- Build upon the existing work of the organization, developing and executing a holistic strategy seeking to broaden opportunities for engagement across all key constituent groups.
- Convene groups of employees at every level to solicit feedback and suggestions
- Cultivate community relationships with local organizations towards best practice and recruitment efforts
- Identify organizational strengths and growth points for equitable practice
- Be transparent about data while protecting any necessary confidentiality
- Build interview questions that speak to skills, but also organizational culture
- Develop an onboarding process that grounds employees in values and organizational goals

Health, Safety, Security and Wellbeing: Promote the positive wellbeing of our community through strategic programs, training, support and resources. Oversee the maintenance of excellent safety and security practices, time sensitive analysis and risk management to support every member of The Z team.

- Work with leadership to meet our emergency and preparedness plans and goals including the coordination of training and drills
- Coordinate use of outside vendors or internal resources to create training programs to enhance employee skills and promote effective management practices
- Recommend training needs and opportunities based on new initiatives and organizational goals

REQUIRED QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, or similar
- 2-3 years of experience as a Human Resources Specialist, or similar
- Demonstrated knowledge of various recruiting techniques, and experience in online/social media recruiting.
- Excellent management skills that include collaboration, coaching and developing team members; ability to build relationships

- Must possess excellent oral/written communication, marketing, presentation, interviewing and interpersonal skills.

PREFERRED QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Certification obtained from the HR Certification Institute
- Experience with a non-profit organization
- Strong understanding of staffing principles, laws, and procedures and a solid working knowledge of recruitment/employment programs.
- Experience with full-cycle recruiting, using various interview techniques and evaluation methods
- Superior judgment, conflict resolution, negotiating and creative thinking skills to solve complicated people and organizational issue

BENEFITS:

- Competitive Health and Dental coverage
- Short and Long-term Disability/Life insurance
- IRA Plan
- Vacation/Holidays/Sick time

HOW TO APPLY:

- Send resume to Ashley Moore at amoore@zeiterion.org