



Human Resource Coordinator Job Ad

Are you a fast-paced and organized HR professional, committed to organizational growth and success? Explore and More Children's Museum is seeking to hire a Human Resource Coordinator, who will embrace our mission of providing best-in-class play experiences where all children, families, and the community can explore, learn, and develop together. Both full-time and part-time (20+ hours per week) are encouraged to apply.

Responsibilities include but are not limited to:

- Leading the full hiring process of employees and volunteers: including recruitment, interviews, verifying work history and references, and tracking of applicants and qualified candidates
- Attending career fairs to generate qualified applications
- Performing pre-employment screenings
- Being an employee liaison and educating employees on and enforcing company policies
- Ensuring all employee records are filed correctly and kept confidential
- Maintaining time reporting systems and submitting payroll

Strong interpersonal skills, exceptional attention to detail and confidential matters are key components to this role. A Bachelor's Degree in Business or similar and 1-3 years of related experience is required.

Pay Range: \$22-24 per hour, depending on experience

Explore and More Children's Museum is a high-quality, play-based museum, serving over 60,000 children and their family members on a yearly basis. With national recognized and award-winning programs and exhibits, the most generous free admission policy in the area, and a mission to provide critically important informal learning experiences for all, Explore & More has become an important asset to the well-being of children and families in Western New York.

We offer a competitive benefits package, as well as a great working environment. The full job description for this position can be found on our website. Explore & More is an equal opportunity employer.

Explore & More is committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills. Diverse candidates are strongly encouraged to apply.



Job Description

HUMAN RESOURCE COORDINATOR

POSITION REPORTS TO

Director of Finance

POSITION SUMMARY

The HR Coordinator will work to assist the department with daily HR activities, as well as coordinate all recruitment and onboarding activities. The HR Coordinator will contribute to the attainment of specific goals and results of the HR department and the organization.

PRIMARY RESPONSIBILITIES

- ✓ Assists in the full hiring process of employees and volunteers: includes recruitment, interviews, verifying work history and references, and tracking of applicants and qualified candidates
- ✓ Develops and maintains relationships with college placement offices
- ✓ Attends career fairs to generate qualified applications
- ✓ Performs pre-employment screenings as required by the organization
- ✓ Assists with new-hire procedures in conjunction with outsourced HR firm: including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is properly filled out and submitted
- ✓ Acts as an employee liaison and the coordinator of training sessions and seminars as needed
- ✓ Establishes and enforces sound HR policies and procedures, including but not limited to evaluations and performance management
- ✓ Organizes, maintains, and updates employee information as needed
- ✓ Ensures all employee records are filed correctly and kept confidential
- ✓ Assists in educating employees on and enforcing company policies
- ✓ Maintain time reporting systems
- ✓ Collection of bi-weekly timesheets, verifying all payroll approvals have been obtained and finally the submission of bi-weekly payrolls.
- ✓ Assists in ad-hoc HR projects as required
- ✓ Produces and submit reports on general HR activity
- ✓ Additional duties as requested by management

QUALIFICATIONS

- ✓ A Bachelor's Degree in Human Resources Management or a similar field is required
- ✓ A passion for the Museum and its mission
- ✓ 1-3 years of proven experience as an HR coordinator or recruiter
- ✓ Strong ability to use MS Office
- ✓ Experience with HR databases and HRIS systems is preferred
- ✓ In-depth understanding of sourcing tools, like resume databases and online communities
- ✓ Outstanding communication and interpersonal skills
- ✓ Ability to handle data with confidentiality
- ✓ Strong organizational and time management skills

Please email cover letter, resume, and references to:
info@exploreandmore.org

Or please mail to:

Explore & More
300 Gleed Avenue
East Aurora NY 14052