

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Human Resources Coordinator
Department: Finance

POSITION SUMMARY:

The Human Resources Coordinator administers the museum's employee benefits, hiring processes, annual reviews of employee performance, and provides other personnel support. The HR Coordinator will also perform some accounting tasks. This position reports to the CFO and has no direct reports. This is a full-time position with a competitive benefits package.

RESPONSIBILITIES:

- Administer the process of hiring new employees by creating job announcements, placing ads, processing applications, and creating offer letters.
- Onboard new employees through proper documentation, background checks, explanation of and enrollment in employee benefit programs.
- Conduct employee termination process as necessary.
- Ensure compliance with all D.C. employment laws.
- Administer benefits including but not limited to: health insurance, 403b retirement plans, flex spending plans, life insurance plans, paid leave, D.C. unemployment insurance, SmartBenefits, 1094/1095 preparation.
- Maintain good relationships with vendors providing benefit services and renewals.
- Ensure compliance requirements for benefit programs including COBRA and retirement plans.
- Coordinate quarterly staff meetings.
- Keep employee position descriptions up to date.
- Process annual employee performance reviews.
- Maintain employee personnel files.
- Assemble employee statistic surveys for reporting to various organizations.
- Process daily shop sales.
- General administrative filing and organizing.
- Assist with accounting tasks as needed.

QUALIFICATIONS:

Human Resource or Administrative experience: the position requires a bachelor's degree or two years' experience in human resources, accounting, or administration, preferably with a small to mid-size organization.

Successful applicant will possess:

- Strong organizational skills and attention to detail
- Competency with numbers
- Strong interpersonal skills
- Ability to work both independently and collaboratively
- Proficiency in Excel, Word, and Outlook
- Experience with 403b or 401k plan compliance helpful
- Knowledge of D.C. employment law helpful
- Experience with Financial Edge helpful

Please submit applications by emailing cover letter, résumé, and salary requirements to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts ([NMWA](http://nmwa.org)) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.