

## JOB ANNOUNCEMENT

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

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### POSITION SUMMARY:

The Human Resource Coordinator administers the museum's benefits, hiring, annual reviews of employees, DEAI program, as well as provides other personnel support. The Human Resources Coordinator will also provide some accounting support. This position reports to the Director of HR and Payroll.

### 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, including termination paperwork and exit interviews.
- Ensure compliance with all D.C. employment laws such as DC Notice of Hire forms, distribution and placement of compliance posters, and DC Paid Family Leave.
- Maintain employee personnel files.
- 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.
- Coordinate monthly or quarterly (as requested by Museum Director) staff meetings.
- Maintain good relationships with vendors providing benefit services and renewals.
- Responsible for sending gifts/flowers to employees for life events (e.g. loss of family member, new baby, etc.)
- Ensure compliance requirements for benefit programs including COBRA and retirement plans.
- Keep employee position descriptions up to date.
- Process annual employee performance reviews.
- Providing written and verbal employment verifications.
- Support the management in addressing disciplinary and grievance issues.
- Provide counsel to employees and administer resources to support employee engagement and wellbeing.
- Assemble employee statistic surveys for reporting to various organizations (DOES First Source, Bureau of Labor Statistics, etc.).
- Administer and manage resources for management and staff in the areas of diversity, equity, accessibility, and inclusion (DEAI) and support the NMWA DEAI Committee.
- General administrative filing and organizing.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures (e.g. Personnel Handbook).

- Provide accounting support as needed.

Other Duties as Assigned.

**QUALIFICATIONS:**

This position requires at least two to three years of consecutive human resources, accounting, or administrative experience, preferably with a small to mid-size organization. An undergraduate degree is desirable. The ideal candidate will have the following qualifications:

- Excellent organizational skills and strong attention to detail
- Strong interpersonal skills and customer service skills with a high degree of diplomacy
- Strong ethical and professional practice
- Reliable, people person who enjoys working with a diverse range of individuals and puts employee requirements and needs first
- Ability to handle data and information confidentially
- General understanding of human resource principles, practices and procedures
- Ability to work both independently and collaboratively
- Proficiency in Excel, Word, and Outlook
- Competent with numbers
- Experience with 403b or 401k plan compliance helpful
- Knowledge of DC employment law helpful
- Experience with Financial Edge helpful

**SALARY:**

The salary for this position is \$35,000-\$55,000 annually based on experience and includes a benefits package.

Please submit applications by emailing cover letter, résumé, and salary requirements to [HR@nmwa.org](mailto: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.