Manager of Human Resources, People, and Culture

The National Public Housing Museum is seeking a compassionate and experienced Manager of Human Resources, People, and Culture. This position is responsible for the overall administration, coordination, and evaluation of human resources plans, and engagement and development of employees, including union and non-union staff.

As the first staff in this new position, the manager will be responsible for working closely with the Executive Director and Associate Director to establish a Department of Human Resources, People, and Culture that reflects the values of our social justice museum, including honoring our commitment to advancing and promoting diversity, equity, inclusion, and access, especially for people with lived experience in public housing.

This position is focused on both legal compliance, ethics, and structural support for employees, as well as strategies for employee engagement, work culture, and morale. This position works closely with employees, organizational leadership, board committees, legal counsel, staff union representation and others, when appropriate.

This position reports directly to the Associate Director, who operates as the head of operations.

MAJOR RESPONSIBILITIES

- Lead the development of a new Human Resources, People, and Culture Department that reflects the collaborative values of the institution, including reimagining search processes, building candidate pipelines and retention strategies, identifying opportunities to improve employee experience, assessing current people programs and proposing innovative new initiatives, with a strong emphasis on recruiting and retaining current and former public housing residents
- Provide guidance to management and staff on HR policies and procedures
- Help to establish internal communications systems, agreements, and norms to facilitate a two-way dialogue with employees and managers that supports honest and constructive feedback loops to benefit workplace culture
- Help lead workplace culture conversations, programs, and training, including racial equity, disability justice, harassment, bias literacy, and others as necessary
- Identify and fill in gaps in current administrative and HR policies and procedures and partner with leadership to develop programs to benefit workplace culture
- Assist managers and supervisory staff with creating and revising job descriptions and recruiting for open positions, including positions developed under the umbrella of the museum’s workforce training and internship programs
- Monitor the performance evaluation program and revise as necessary.
- Support and coach management and supervisory staff on dealing performance evaluations and improvement plans, consulting union representation, as needed
Monitor and ensure compliance with all federal, state, and local employment laws, revising policies and procedures, and producing reports, as appropriate

Establish and maintain department records, organizational charts, and reports.

Enroll and update employees in health and other benefit plans.

Contribute to reporting on the museum’s Commensurate Benefits Agreement with HUD/Chicago Housing Authority

Conduct annual review of Employee Handbook and make recommendations for updates to the Executive Director, Associate Director and Board of Directors, in consultation with union representation.

Work closely with the future CFO, insurance brokers, and union representation (when applicable) on annual review of insurance plans.

Work with the future CFO and current accountant to generate financial reports

Maintain “office hours” for staff with a variety of schedules

Participate in interdepartmental meetings, strategy sessions, and activities.

QUALIFICATION REQUIREMENTS

- 3+ years of experience in a Human Resources Manager role, with a museum or non-profit background highly preferred.
- Bachelor’s degree in Human Resources or related field required or equivalent experience.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential, preferred
- Willingness to work with union and non-union staff. Prior experience preferred.
- Experience in administering a variety of health and employee benefit plans.
- Training in and commitment to DEAI and people-centered management

REQUIRED COMPETENCIES

- HR expertise, including experience with creating and leading diversity, equity, accessibility, and inclusion programs for organizations.
- Exceptional verbal, written, and interpersonal communication skills.
- Relationship building with staff all levels in the organization
- Ability to handle sensitive and confidential information in a discrete and professional manner and maintain confidential information where required.
- Ability to work with a variety of populations within the institution, including participants in the workforce training program
- Strong project management skills.
- Proficient with Microsoft Office Suite and Google Suite
- Experience with ADP is a plus.

HOW TO APPLY: We are searching for a full-time Manager of Human Resources, People, and Culture! To apply, please send your resume and cover letter to jobs@nphm.org to be considered with the subject line “Manager of Human Resources, People, and Culture.”
Position is open until filled. Priority deadline: August 9, 2023

Salary range: 70K-80K

This is a full-time position, and is currently hybrid, with a regular schedule of Monday - Friday 9a-5p CT that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities. We offer a competitive, comprehensive benefits package.

The National Public Housing Museum encourages people with lived experience of public housing or a meaningful connection to public housing to apply. We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.

About NPHM
The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

Please note that while careful consideration will be given to each submission, the Museum will only be able to contact those applicants whose knowledge, skills, and work experience best fit the requirements of the position.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

National Public Housing Museum has a vaccination policy for COVID-19. Unless employees have an approved exception to the policy, the NPHM is requiring proof of COVID-19 vaccination.