Wing Luke Museum (WLM) Mission: We connect everyone to the dynamic history, cultures, and art of Asian Americans, Native Hawaiians, and Pacific Islanders through vivid storytelling and inspiring experiences to advance racial and social equity.

WLM Vision: At the WLM, we believe in Arts + Culture as Apothecary (ACA), defined as a culturally rooted art and creative expression contributing to comprehensive wellness, from individual to community. We also trust that an employee’s well-being, intersectionality, interculturality, and “enoughness” are central to their success in their work and their lives.

Position Title: Associate Director of Wellness and Workplace Culture
Reports to: Senior Director of Finance & Operations
Rate of Pay: Grade 25; $66,745 - $93,445 annually, DOE
A candidate with five years of experience can anticipate $77,425
Schedule: Full time; Monday - Friday, occasional evenings and weekends
Location: On-site, five days a week
Benefits: WLM offers a comprehensive package, including health (medical, dental, vision, and a prescription drug plan), Group Life Insurance, Long Term Disability, Accidental Death & Dismemberment, 403(b) participation, 12 paid holidays, paid time off (PTO), museum membership, and discounts on museum programs and at the Marketplace.

Position Summary:
The Associate Director of Wellness and Workplace Culture focuses on practices and norms to improve the overall work environment, including engagement, performance, communication, working relationships, recruiting, and professional growth, through the development of professional relationships and workplace wellness for all employees. In collaboration with the management team, they oversee performance evaluations, institutional and department training, and professional development opportunities across the organization. The Associate Director of Wellness and Workplace Culture is a member of the Operations team.

Key Responsibilities:
- **Employee Engagement** The Associate Director of Wellness and Workplace Culture embraces the WLM vision and framework that we create wellness (nourished in body, mind, and spirit) by celebrating enoughness (to do enough, have enough, be enough). This position embodies the best practices of collaboration to champion a cohesive work environment. This includes creating and maintaining innovative programs that uplift and foster employee engagement.
- **Workplace Culture** Actively develop and maintain a positive and productive workplace culture.
- **Performance** Assist supervisors with the annual employee performance evaluation process.
- **Resolution management** Serve as the initial point of contact for employees that require assistance and provide support to the Senior Director of Finance & Operations with employee relations.
- **Recruitment/Onboarding/Exiting** This position coordinates the employment life cycle of staff, including the hiring process, onboarding, and exiting:
  - Creation and updating of position descriptions.
  - Post opportunities and recruit, using various networks and community outreach.
  - Manage the application process, including screening and coordinating the interview process and reference checks.
• Oversee new employee onboarding and orientation.
• Oversee exit interviews and when necessary, assist managers with transition and new hire plan.
• **Training and professional development** Essential and central to the success of our staff, this role will support employee engagement initiatives, activities, and training to further develop employee skills and tools. This includes working with a team to manage and coordinate Wing Luke University (WLU), an initiative to diversify and develop leadership knowledge and skills.
• Contribute to the development and achievement of WLM’s medium and long-term strategy, ensuring effective inclusion of people and culture considerations.
• Be an enthusiastic WLM ambassador.
• Other duties as assigned.

**Qualifications:**

• Three years of employee wellness with human resources or counseling experience including recruiting, employee relations, performance management, and training preferred. Non-profit experience desired.
• Demonstrated experience providing professional-level mentoring to employees and managers, including employee relations facilitation, training, and development assessments.
• Prior success in developing and maintaining a training and professional development program desired.
• Experience in upholding Diversity, Equity, Inclusion, and Accessibility best practices.
• Excellent written and verbal communication skills.
• Able to work accurately and independently, with a high level of confidentiality. Capable of managing sensitive matters effectively and with diplomacy.
• Strong proficiency with a range of computer software and other online, cloud-based project management and collaboration tools, desirable.
• Demonstrated curiosity with a passion for learning and growing professionally.

Do you have experience with employee wellness but not necessarily counseling or human resources? The WLM may provide professional development training if needed. Individuals with transferrable skills open to working in and learning more about employee wellness and human resources should apply.

**To Apply (no phone calls, please):**
Please e-mail letter of interest, resume, and three references to: jobs@wingluke.org
This position is open until filled.

**Museum Overview:**
As a National Park Service Affiliated Area and the first Smithsonian affiliate in the Pacific Northwest, the WLM offers an authentic and unique perspective on the American story. Nationally recognized for our work in creating dynamic, community-driven exhibitions and programs, we put our community at the heart of each exhibition we create. The stories you see and hear within our walls are their authentic experiences and perspectives. From the struggles of early Asian pioneers to accomplished works by national Asian American, Native Hawaiian, and Pacific Islander (AANHPI) artists, their contributions give us a look at what it means to be uniquely American. Our 60,000 square foot facilities offer three floors to tell our communities’ stories, with contemporary galleries showcasing both temporary and permanent exhibitions as well as preserved historic spaces accessible only through our daily guided tours. Beyond our walls, we tell the story of our neighborhood, Seattle’s Chinatown-International District, and activate and steward multiple sites throughout the area. While economically challenged, it is a historically and culturally vibrant area, and we see ourselves as a neighborhood concierge and an economic anchor for the nearby small businesses. From restaurants to statues that you might not otherwise notice, there are layers of history and significance that are waiting to be uncovered. WLM offers guided neighborhood tours and events that will encourage you to discover stories and tastes both on and off the beaten path. For more information, please visit www.wingluke.org.

The Wing Luke Museum is a 501c3 organization. We are committed to diversity, equity, inclusion, accessibility, racial and social justice. BIPOC candidates are encouraged to apply.