



Museum of New Mexico Foundation
Job Posting: Human Resources/Employee Relations Officer
January 20, 2023

Human Resources/Employee Relations Officer
Museum of New Mexico Foundation • Santa Fe, NM
Job Classification: Exempt/20 hours per week
Reports to: President/CEO and Executive Leadership Team

General Summary

The Human Resources/Employee Relations Officer (ERO) oversees and coordinates organizational human resource activities including recruitment, staffing; manage and monitor departments' employee relations programs. This individual will also provide professional consultation to the President/CEO and supervisors in matters pertaining to employment law, discipline, conflict resolution and the grievance/arbitration process. The HR/ERO is approachable, trustworthy and objective; creating and promoting healthy interoffice relationships between employees.

Principal Duties and Responsibilities

- Spearhead the development and implementation of human resource related initiatives
- Creates employee policies, in cooperation with senior staff, to engage, retain and empower all staff
- Provide guidance on employment policies and procedures
- Work with human resource contractors (Paylocity) to oversee the online on-boarding process
- Develop training and staff development programs
- Assist in performance management processes
- Maintain employee records that align with policy and legal requirements
- Maintain and update, as necessary, the employee handbook
- Review employment and working conditions to ensure legal compliance
- Provide logistical and material support for bonding activities in each department

Skills and Specifications

- Human resource experience including performance management, employment law and compliance
- Recruiting and onboarding management experience
- Employee relations expertise
- Ability to use discretion in managing confidential information or records
- Excellent interpersonal, counseling and negotiation skills
- Excellent verbal and written communication skills (Intermediate level Microsoft Office including Word, Excel, and PowerPoint)



**MUSEUM OF NEW MEXICO FOUNDATION
Education and Qualifications**

- Minimum - Bachelor's in Human Resource and/or Business Management
- HCRI-PHR or SHRM-CP certification preferred
- Understanding of labor laws and disciplinary procedures in the state of New Mexico
- Superior interpersonal skills including the ability to interact effectively and professionally with individuals at all levels, both internal and external
- Able to apply analytical and critical thinking to resolve most employee relations issues

Salary

- Salary commensurate with skills and experience. In general range of \$50,000/year for 20 hours per week

To Apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including "HR/ER Officer" in the subject line of your e-mail. *No phone calls please.*

The Museum of New Mexico Foundation is an equal opportunity employer.