PLIMOTH PATUXET JOB DESCRIPTION

Title: Human Resources Coordinator
Reports to: Director, Human Resources
Position: Part-time, year-round
FLSA status: Non-Exempt

Plimoth Patuxet Museums is looking for a part-time Human Resources Coordinator to help organize, coordinate, and carry out human resources department project and processes for the Museum. The ideal candidate is a positive and professional individual with strong attention to detail and follow through while maintaining confidentiality. The Human Resources Coordinator will provide general administrative support to the overall human resource functions, including benefits administration, recruiting, record-keeping, file maintenance, and new hire onboarding.

PRIMARY RESPONSIBILITIES

- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions. Work closely with vendors to ensure the system is functioning properly, review data for accuracy, establish carrier connections, and ensure accurate transmission of data.
- Process monthly billings from insurance providers. Review invoices for accuracy, code and forward for payment. Resolve discrepancies with carriers.
- Administer leave of absences programs including new Massachusetts Paid Family Medical Leave.
- Assists with recruitment process: schedules meetings and interviews, creates offer letters, and reviews benefits with candidates.
- Prepares new-employee files, maintaining updated information including beneficiaries, emergency contact, and performance documentation.
- Maintain Plimoth’s brand of new hire orientation by coordinating the entire onboarding experience including scheduling of internal speakers.
- Initiates new-employee background checks.
- Enters new hires into ADP system, closely track and manage employee I9 forms, and creation and upkeep of HR files.
- Completes employment verification inquiries.
- Process all unemployment claims. Work with outside vendor to resolve any benefit charge disputes.
- Evaluates employee and visitor accident reports. Reviews documentation to determine whether medical bills and disability benefits should be continued. File required forms in accordance with state laws.
- Produce requested research and documentation for annual Worker’s Compensation and 403(b) audits. Complete any necessary follow up actions.
- Work with Director of Human Resources on the completion of required annual reports such as EEO Reporting, Form 5500 filings and ACA compliance reporting, etc.

This description focuses on the primary duties of the position and is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employees concerned so that any changes are understood by employees.
**Education and Experience:**

- Associate’s degree required; Bachelor’s degree preferred.
- Must also possess a minimum of 2 years of experience in an administrative position, preferably in human resources.
- Excel and system reporting skills required.
- Must be able to handle sensitive matters in a diplomatic and collaborative manner.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Google Office Suite or related software.

**CORE COMMITMENTS**

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the Museum’s educational mission and strategic goals. They uphold the Museum’s core values and principles in their work and in all of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth’s reputation for excellence is maintained and that, as stewards of the Museum, we are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- Safety and Comfort
- Compassionate Customer Engagement
- Professional Excellence
- Personal Accountability
- Advance a Culture of Philanthropy
- Teamwork

**PHYSICAL REQUIREMENTS**

The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work sitting or standing for extended periods of time.
- Should be able to drive or ride in vehicles for extended periods. Must have a valid driver’s license.

Plimoth Patuxet Museums is an equal opportunity employer. Plimoth offers a competitive salary and medical, dental, life, disability, and retirement plan coverage; generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.