

9/11 MEMORIAL & MUSEUM

POSITION DATA

JOB TITLE: Human Resource Coordinator

DEPARTMENT: Human Resources

REPORTS TO: VP of Human Resources

Salary: \$50,000 - \$55,000 per year

Date: December 2022

POSITION OVERVIEW

The HR Coordinator, reporting to the VP/Director of HR, will assist with various administrative functions within the benefits, talent management, HRIS and recruitment areas. This individual must be able to multi-task, work independently and efficiently in a constantly changing environment, pay attention to detail, and have strong customer relations skills.

ESSENTIAL FUNCTIONS

- Assist with the recruitment and onboarding of new hires:
 - Post positions on external recruiting sites (e.g. Indeed) and college/university alumni job boards
 - Initiate and track status of background checks
 - Track onboarding tasks for all candidates. Follow up as necessary to ensure timely completion of onboarding documentation
 - Send HR Status Notifications and manage ID Badge Requests
 - Input and manage data into emergency response system related to employee actions (new hires, promotions, transfer, terminations)
- Organize, schedule, and manage HR related training initiatives
- Assist with the offboarding process for terminated employees including PAF's and exit surveys
- Prepare employment verification letters
- Prepare business card requests, check requests, and expense reports
- Run and prepare standard monthly reporting
- Provide general administrative support to the VP of HR
- Provide general administrative support to the HR team
- Prepare and maintain digital personnel folders
- Assist with PowerPoint presentations
- Track annual employee attestations (e.g. Code of Conduct)

MISSION EXPECTATIONS

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.

- Assists with and support all 9/11 Memorial and Museum special projects and events, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT:

- Bachelors Degree
- Excellent written and oral communication skills
- Sense of confidentiality a must
- High attention to detail and ability to execute with excellence
- Excellent computer skills; proficiency with Microsoft Office Suite, particularly Word, Excel, Outlook, and PowerPoint
- Team player who is able to collaborate and support HR initiatives from creation through to execution
- Working knowledge of Ultipro, Kronos or other HRIS systems a plus

HOW TO APPLY

- Include position you are seeking in the email subject field
- State the location where job posting was seen
- Send resume to 911mmhrjobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

The National September 11 Memorial and Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The National September 11 Memorial & Museum (9/11 Memorial & Museum) is committed to an organizational culture that supports and reinforces our values regarding diversity, equity, inclusion, and accessibility (DEIA). We seek to build a collaborative, open, and equitable space where staff want to be, knowing that their contributions, professional expertise, and distinct voices are valued and respected. We encourage and celebrate an inclusive environment where candor and participation, when it comes to sharing ideas and collaborative problem-solving, are welcomed regardless of one's role at the Museum or background.

Reasonable accommodations may be made to qualified candidates, during the interview process, to enable individuals with disabilities an opportunity to interview.

Effective April 30, 2022, the National September 11 Memorial and Museum (9/11 Memorial & Museum) requires all eligible employees be fully vaccinated and boosted against COVID-19 as a condition of employment and provide proof of such vaccination prior to their joining the institution.