

HR Generalist Job Posting

Are you interested in using your talents in a way that could positively impact the well-being of all people? If so, we might be the place for you!

JOB SUMMARY: The HR Generalist

The Health Museum is seeking an HR leader to join their team. This is a generalist role which includes hiring (sourcing and recruiting), onboarding personnel, employee relations, training, performance management, policy and procedure creation and compliance, benefits administration, managing HR functions for volunteer program and some payroll oversight. This position reports to the CEO and is a hybrid role.

Knowledge, Skills, and Abilities:

- Minimum five years of experience serving in an HR Generalist role.
- Bachelor's Degree in a related field.
- PHR or SPHR certifications are a plus.
- Demonstrated experience in recruitment and onboarding of personnel.
- Up-to-date knowledge/understanding of labor laws, regulations and standards and the ability to read, comprehend, interpret, and communicate details and changes, as needed.
- Experience in benefits administration.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group: executives, managers, board members and subject matter experts.
- Superior interpersonal skills to deal with conflict.
- Exceptional organizational and managerial skills.
- Advanced skills using Microsoft Office applications (Outlook, Word, PowerPoint, Excel, etc.) and skilled in project management.
- Superior analytical skills in applying guidelines, policies, and precedents and adapting standard methods to fit facts and conditions.
- Can work independently with limited supervision with relative autonomy, as well as collaborate in a team environment.
- Can work well in a multi-task environment prioritizing tasks properly and staying well organized.
- Ability to establish goals and objectives that align with the organization's mission.
- Can develop and evaluate administrative policies and procedures.
- Can analyze and report on operating conditions and problems.

ABOUT THE HEALTH MUSEUM:

One of the most important aspects of your job should be knowing that you are making a difference. If you want that in your job, then come to work at the Health Museum. We are a nonprofit whose mission is to *empower people to live healthier lives*.

The Health Museum is a truly unique destination that fosters wonder, and curiosity about health, medical science and the human body. Located in the Houston Museum District, the Museum serves the Greater Houston community and beyond with on- and off- site exhibits, experiences and programming. It remains the only museum and science center focused on life sciences of its kind in the nation.

Interested in learning more? Please send your resume to us at:

hr@thehealthmuseum.org