



POSITION: People Ops Specialist
CLASSIFICATION: Full Time – Non-Exempt
REPORTS TO: Director of Operations
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN'S MUSEUM OF MANHATTAN

The Children's Museum of Manhattan is a steward of early childhood, helping all children grow and develop into their best selves.

Through our programs on-site, online, and around the five boroughs, CMOM (Children's Museum of Manhattan) nurtures the next generation of creative global citizens as they learn through exploration and play. CMOM encourages empathy across differences by elevating and providing insight into diverse perspectives and inviting visitors of all backgrounds to join our intentionally welcoming community and create and learn alongside each other. The museum's program reflects the rich cultural diversity, energy, and resilience of New York City itself and has a special focus on ensuring that its program is available to those families who might not otherwise have access.

Founded in 1973 as a neighborhood organization, CMOM has grown over the years into a beloved destination and resource for children, families, and educators from across the five boroughs and from around the world. The museum welcomes 350,000 visitors each year to its Upper West Side location and engages hundreds of thousands more through its outreach programs in partnership with schools, libraries, shelters, and Head Start centers throughout New York City; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION

The People Ops Specialist will provide HR support to the Director of Operations and payroll support to the Director of Finance while managing the day-to-day needs of the HR function. Primary duties include maintaining all HR systems, ensuring payroll is accurate and timely, acting as the liaison with third party providers, and collaborating across all departments. The ideal candidate will be detail oriented, be technologically savvy, be able to work well under pressure, love problem-solving, be energized while troubleshooting issues, and have professional, effective communication skills across multiple departments.

Schedule: Monday through Friday; 9am-5pm

RESPONSIBILITIES

- Provide HR support to all CMOM staff
- Act as the primary liaison between CMOM and the PEO
- Prepare offer letters
- Process new hire paperwork including I-9 certification
- Maintain digital CMOM HR records (using SharePoint)
- Reimagine the onboarding process

- Conduct exit interviews and make recommendations based on them
- Oversee the recruitment process via recruitment system
- Keep records of all training and development of staff
- Coordinate with COO/CFO and Director of Operations on all employee relations matters
- Keep HR manuals and SharePoint site updated and accurate
- Facilitate payroll
- Other duties as assigned

QUALIFICATIONS

- Experience working in HR Departments with Human Resources Information System.
- Knowledge of HR best practices to keep CMOM compliant with all current labor laws.
- Ability to uphold CMOM's mission and goals.
- Ability to work collaboratively as part of a highly motivated team and foster and maintain a spirit of unity, teamwork, and cooperation.
- Minimum of three years previous HR experience required.
- Excellent interpersonal and communication skills, both written and verbal.
- Excellent problem-solving skills. Must possess the ability to exercise good judgement, maintain the utmost discretion and confidentiality, and make and implement decisions quickly and soundly.
- Excellent organizational, analytical, and prioritization skills, with strong attention to detail.
- Proficiency in Microsoft Office 365.

COMPENSATION

\$65,000 to \$75,000/annually. Comprehensive benefits package.

TO APPLY

Please email cover letter and resume to Will Sullivan at VisitorExperience@cmom.org with "**People Operations Specialist**" in the subject line.

The Children's Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.