HUMAN RESOURCES GENERALIST

JOB SUMMARY

The Boston Athenæum seeks a full-time Human Resources Generalist to join the Operations division. This role is directly responsible for the overall administration and coordination of the human resources function, including, but not limited to, HR initiatives, recruitment, benefits, employee relations, performance management, and compliance. Reporting to the Director of Business Operations & August Thomas Director of Finance, the Human Resources Generalist will work in partnership with the Finance Department on compensation and payroll administration, and will support directors as needed in order to maintain exceptional institutional culture, compliance with policies, and federal and state regulations. The ideal candidate will be a positive leader, a self-starter, and will be able to maintain a high level of discretion at all times.

RESPONSIBILITIES

- Oversee employee working groups, which focus on morale, workplace culture, and engagement initiatives.
- Conduct recruitment efforts for all exempt non-exempt, and temporary employees, including job postings, sourcing applicants, screening/interviewing, drafting offer letters, and checking references and processing background checks.
- Prepare for new hire orientation, activate benefit enrollment, and complete tax forms according to state/federal guidelines; conduct termination exit interviews.
- Develop, recommend, and implement new policies as needed; prepare and update employee handbook; inform and assist employees and supervisors with company policy and procedures.
- Employee Relations: Assist in recommendations for performance management, behavioral issues, corrective actions, policy interpretations, terminations to minimize legal exposure. Ensure employment actions are appropriately documented and consistent with policies and laws.
- Coordinate and annually assess the performance review process and compensation plan; re-evaluate job descriptions as necessary; conduct and analyze salary surveys.
- Assist with legal responses (MCAD/EEOC/Unemployment) to minimize unfavorable determinations.
- Ensure legal compliance by posting, monitoring, and implementing applicable human resource federal and state requirements, conducting investigations, and maintaining records.
• Assess management training and professional development needs; research and implement training workshops.
• Perform other related duties as assigned.

QUALIFICATIONS & PREFERRED KNOWLEDGE

• Submit to and pass a background check, including criminal history, personal references, employment verifications, and Registry of Motor Vehicles (if applicable).
• Bachelor’s degree required.
• 3 years of relevant human resources experience required; SHRM, SPHR, or PHR strongly preferred but not required.
• Broad working knowledge of multiple HR disciplines including, but not limited to: administration of HR programs, benefits, employment law and regulations, employee relations, performance management, staffing, and compliance.
• Proficient experience with various software applications including Microsoft Word, Excel, PowerPoint, and Google Calendar/Docs.
• ADP and payroll administration strongly preferred.
• Exceptional communication, time management, and people-solving skills.
• Ability to conceive new approaches, streamline processes, and to recognize and solve problems without direct supervision.
• Absolute discretion concerning sensitive issues and confidential matters.
• Commitment to fostering a workplace culture of teamwork, diversity, and inclusion.

TO APPLY: Please send a cover letter and resume, including current availability, to hr@bostonathenaeum.org.

The Boston Athenæum is an equal opportunity employer. We encourage individuals of diverse backgrounds to apply and are committed to hiring individuals who value a diverse and inclusive work environment. The Boston Athenæum is also committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. To request a reasonable accommodation, please contact the Human Resources Manager, Hannah Ovaska, at 617-720-7622 or ovaska@bostonathenaeum.org.
ABOUT THE BOSTON ATHENÆUM

Founded in 1807 as “a fountain, at which all, who choose, may gratify their thirst for knowledge,” the Boston Athenæum has evolved into a beloved subscription library, specializing in history, biography, literature, and art. 5,000 Households maintain active memberships in the Athenæum, and enjoy a range of services from individualized reference assistance to superb children’s programming, from discussion groups to curated selections of digital and print resources. Tourists and scholars from around the world consult the quarter-million rare items in the collection, which includes George Washington’s personal library; an important collection of early American portraits; rich holdings related to the Civil War and documenting New England’s built environment; and the Athenæum’s own historical archives, attesting to the institution’s role in American arts and letters. Each year, the Athenæum offers hundreds of cultural programs— including lectures, concerts, performances, exhibitions, and tastings—within its exquisite National Historic Landmark structure, widely regarded as one of the most beautiful libraries in the world.