
Job status:	Full Time, salaried
Position reports to:	CEO
Starting Salary:	\$75,000
Work week:	Monday-Friday
Benefits:	PTO; Medical, Dental, Vision and Life Insurance; 401k

Under the leadership of the President & CEO, the Sr. HR and DEI Manager plays an integral part in advocating for employees by ensuring that human resources and diversity, equity, and inclusion policies and procedures are in place, protecting the employees and the organization. The Sr. HR and DEI Manager will develop and execute all human resources functions for the museum, including recruiting, benefit enrollment, employee relations, training and development, and policy interpretation. This position will oversee the diversity, equity, and inclusion efforts for the museum, working closely with the Leadership Team and Race and Social Justice Committee to ensure DEI policies and training are implemented within the organization with fidelity and integrity.

This is a new position to KidsQuest Children's Museum; therefore, the Sr. HR and DEI Manager will play a vital role in partnering with leadership and employees to develop strategies, benchmarks, structure, and programs that will align with KidsQuest's mission, vision, and goals for this position and the impact on employees.

Responsibilities and Duties

Human Resources:

- Work directly with the leadership team to develop a strategic plan for human resources and DEI within the organization
- Manage recruiting efforts which includes establishing and maintaining job descriptions and posts, employee screening, conducting interviews, writing offer letters, and onboarding
- Learn and develop innovative recruiting techniques to attract and retain talented candidate
- Create and offer ongoing staff development opportunities
- Oversee the employee benefits program which includes benefit vendor relationships, open and new hire enrollment, and all employee support
- Create and maintain a robust onboarding and orientation program for the organization
- Implement a salary and compensation model that supports equitable and transparent pay scales throughout the organization
- Partner with directors to interpret HR policies and procedures in a consistent and equitable manner
- Implement consistent performance evaluations through all levels of the organization
- Manage all employee related issues including tracking, investigating, making HR decisions, and having confidential and sensitive conversations
- Stay informed of all compliance requirements, (federal, state, county levels). Recommend and implement procedure changes as needed

Diversity, Equity, and Inclusion:

- Oversee the KidsQuest Race and Social Justice Committee. This includes facilitation of monthly meetings, scheduling, recruitment, managing and assigning responsibilities and duties to members
- Create a communication strategy to share KidsQuest's DEI goals to the staff and community.
- Liaise with leadership, employees, and the greater community to define, evolve, and educate others about the museum's DEI initiatives. Review existing and implement new policies and procedures to ensure they reflect the museum's DEI goals
- Remain informed and adaptive of current DEI best practices
- Develop tools and resources to ensure regular employee DEI training
- Develop talent and recruitment strategies to diversify employees, volunteers, and board members at KidsQuest Children's Museum

Position Requirements:

- Must be able to work effectively with diverse partners with respect to age, race, ethnicity, gender orientation, socio-economic status, nationality, and religion
- Work effectively in an organization that has recognized its own issues related to equity and is seeking to be more representative of the community
- Accredited certification in HR such as SHRM or PHR preferred
- Strong communication and mediation skills fostering connection with employees of all levels in the organization
- Experience in a leadership position that focuses on strategic planning for both HR and DEI
- Experience with benefits enrollment and compensation structure
- 5 years' experience working in a diversity, equity, and inclusion capacity
- Must have the experience to appreciate pluralism and navigate neutral conversations supporting diverse communities and employees within the organization

Important Information:

- A criminal background check is conducted after on boarding
- Proof of immunizations; MMR, Varicella, D-Tap and Covid 19

**KidsQuest Children's Museum creates learning through the power of play and exploration
that connects children to their communities and the world.**

KQCM is an equal opportunity employer and is committed to workforce diversity

People of color and any self-identification are encouraged to apply

We'd like to acknowledge that many of us, along with the people and communities we serve, live and work on the land of the Coast Salish people. We will continue to show recognition and respect for the Native peoples who have been, and continue to be, stewards of this land.

To learn more, visit www.kidsquestmuseum.org

Resumes may be submitted to jobs@kidsquestmuseum.org