



Job Title: Human Resources Generalist
Position Type: Full-time employee, salaried
Reports To: Director of Finance and Operations
Direct Reports: NA
Minimum Salary: \$65,000

About NPHM

The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right of all people to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

Position Description

The Human Resources Generalist is a compassionate, highly organized, detail-oriented, and experienced professional responsible for overseeing the HR, People, and Culture functions of the museum, including overall administration and coordination. This position administers various human resources plans and procedures for all personnel, including union and non-union staff, advancing and promoting the museum's values. This position is supervised by the Director of Finance and Operations and also works closely with the Executive Director, Associate Director, and Accountant to ensure the accuracy of reporting and payroll, among other tasks.

Essential Responsibilities:

- Administer Human Resource programs, including recruitment, onboarding, terminations, employee relations, performance management and compliance
- Maintain in-person and remote "office hours" for staff with a variety of schedules
- Maintain accurate and up-to-date employee records, organizational charts, and reports
- Assist in administering employee benefits, including open enrollment, compliance reporting, and ongoing benefits management
- Assist Facilities Manager with coordination of workplace safety programs, including incident response, investigations, and OSHA reporting.
- Monitor and ensure compliance with all federal, state, and local employment laws, revising policies and procedures, and producing reports, as appropriate
- Provide guidance to and staff on HR policies and procedures
- Support managers and staff in the 90 day and annual performance review processes
- Assist supervisors in managing employee time off requests, timecards, and other scheduling needs



- Oversee recruitment and develop candidate pipelines for open positions, with an emphasis on recruiting public housing residents and people with other meaningful connections to public housing
- Conduct annual review of Employee Handbook and make recommendations for updates to the Executive Director, Director of Finance and Operations, Associate Director and Board of Directors, in consultation with union representation
- Work closely with the Director of Finance and Operation, insurance brokers, and union representation (when applicable) on annual review of insurance plans
- Work closely with the Director of Finance and Operation and accountant/bookkeeper, to generate finance-related reports, as needed
- Contribute to reporting on the museum's Commensurate Benefits Agreement with HUD/Chicago Housing Authority

Additional duties

- Develop and implement retention strategies, including proposing innovative new initiatives, and identifying opportunities to improve employee experience
- Help management to establish internal communications systems, agreements, and norms to facilitate a two-way dialogue with employees and managers that supports honest and constructive feedback loops
- Help management lead work culture conversations, programs, and training, including racial equity, disability justice, harassment, bias literacy, and others as necessary
- Identify and fill in gaps in current administrative and HR policies and procedures and partner with leadership to develop programs to benefit workplace culture
- Support and coach management and supervisory staff on dealing performance evaluation and improvement plans, consulting union representation, as needed
- Participate in interdepartmental meetings, strategy sessions, and activities
- Additional duties, assigned

Qualifications

Required

- 3-5 years in HR and/or People & Culture, or related experience
- Associate degree or equivalent experience
- SHRM Certified Professional (SHRM-CP)
- Strong knowledge of HR policies, labor laws, and benefits administration
- Excellent organizational, multitasking, and communication skills
- Proficient in Microsoft Office (Word, Excel), Google Workspace, and database management

Preferred

- Experience working in a museum, cultural institution, or similar non-profit
- Union management experience
- SHRM Senior Certified Professional (SHRM-SCP) credential
- Prior experience living or working in public housing, or equivalent experience



This is a full-time, salaried position in Chicago, IL with a 40-hour work week that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities.

This position includes a full benefits package, including medical, dental, vision, 401K, and generous PTO, and some remote work.

To Apply: Please send your resume and cover letter to jobs@nphm.org with the subject line "Human Resources Generalists"

The National Public Housing Museum encourages people with lived experience of public housing or a meaningful connection to public housing to apply. We are an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.