



POSITION DESCRIPTION

HUMAN RESOURCES COORDINATOR

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Human Resources Coordinator will perform administrative tasks and services to support effective and efficient HR and benefits operations. The position is on the Finance and Operations Team, in the Human Resources Department and reports to the Human Resources Director.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Maintain accurate and up-to-date human resource files, records, and documentation, maintaining their integrity and confidentiality and periodically auditing for completion.
- Answer frequently asked questions from applicants and employees about standard policies, benefits, hiring processes, etc.; refer more complex questions to supervisor.
- Proactively promote communication, collaboration, and customer service.
- Provide administrative support to the Human Resources Director.
- Assist with recruitment, onboarding, payroll data review, processing HR-related mail, timely submission of payment requests and distribution of new employee's first paycheck.
- Assist with new hire orientation.
- Assist with planning and execution of special events such as benefits enrollment, wellness events and organization-wide meetings.
- Serve as active member of the Employee Success Committee.
- Perform other duties as assigned.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 3 years of work experience in human resources and benefits administration, to include working knowledge of applicable human resources laws, practices, and guidelines.
- Associate degree in Human Resources or a related field.

- Deep and current knowledge of Human Resources theories and practices.
- Excellent verbal and written communication skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficiency with Microsoft Office.
- English fluency.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training, and education.
- Proficiency with payroll management, human resource information system (HRIS), and similar computer applications.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$53,700 for someone meeting the requirements of the position to approximately \$59,000 for someone exceeding them.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with organizational leadership, supervisors, vendors, and other constituents on and off site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status,

familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated September 16, 2022