

**TITLE:** Human Resources Manager

**ORGANIZATION:** AIA New York | Center for Architecture

**DEPARTMENT:** Human Resources

**SUPERVISOR:** Chief Financial Officer

**CLASSIFICATION:** Part time Exempt

**EST. START DATE:** October 1, 2019

**ABOUT THE ORGANIZATION:** Founded in 1857, and with a current base of more than 5,000 members, the American Institute of Architects New York Chapter (AIA New York) is the largest, oldest, and most influential chapter of the American Institute of Architects (AIA).

AIA New York is dedicated to three goals: design excellence, public outreach, and professional development. The organization achieves these goals in part through the work of its 27 program committees. Through discussion, advocacy, policy making and development, event and exhibition planning, and other endeavors, the program committees are the foundation from which the Chapter positions itself in the field of architecture.

In 2003, AIA New York opened a public resource space with its charitable affiliate, the Center for Architecture. The Center for Architecture (CFA) is New York City's premier public space for exhibitions, discussion, and professional exchange on architecture, design, and the built environment. With multiple galleries, a lecture hall, library and conference rooms, the CFA serves as a vital place where the public and design professionals come together.

**POSITION DESCRIPTION:** this position is a part time Human Resources Manager. The approximate hourly requirements will be 20 hours per week, and will report directly to the Chief Financial Officer.

Role and Responsibilities:

- Responsible for new employee searches and evaluation, and background checks/recommendations of selected candidates
- Maintain the central employee files
- Oversee the administrative requirements of the hiring and on-boarding process for all new full and part time hires; including paperwork completion, benefit enrollment.
- Assist with initiatives around compensation, benefits, performance management and HR systems;
- Ensure program compliance with personnel-related policies and regulations, including monitoring applicable local, state and federal requirements;
- Collaborate with the Finance Team to ensure that payroll, benefits and 401k contributions are efficiently processed;
- Oversee the review and updating of Employee Handbook
- Maintain records of employee Attendance Vacation/Sick/Holiday/
- Serve as employee HR-related ombudsman
- Oversee the year end evaluation process
- Participate in year end staff bonus and salary adjustment process

**QUALIFICATIONS:**

- Bachelor's Degree required
- 1-3 years of relevant human resources work experience
- Ability to handle and prioritize multiple, simultaneous projects
- Strong organizational skills
- Strong written and presentation skills
- Upbeat, outgoing, motivated self-starter

**RATE OF PAY AND BENEFITS** As this is a part-time position, no benefits are provided. The hourly rate will be \$30 to \$40 per hour, dependent on experience.

**APPLICATION INSTRUCTIONS:** Qualified applicants should send resume to [h2919426@gmail.com](mailto:h2919426@gmail.com). Please put the job title and your last name in the subject line of the email; and attach a PDF file of your resume.

Applicants that do not follow these instructions will not be considered. No phone calls, please.