



## **POSITION DESCRIPTION: Human Resources Manager**

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line works to raise funds to help complete the High Line's construction and create an endowment for its future operations.

Reporting to the Chief Operating Officer, the Human Resources Manager is responsible for managing all aspects of the employment lifecycle of FHL's 50+ full-time, year-round staff, as well as a number of seasonal employees.

### **Responsibilities include**

- Creation of job descriptions;
- Managing the hiring process, including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference and background checks, drafting offer letters;
- Managing the on-boarding process for new employees;
- Maintaining up-to-date personnel information and files;
- Processing bi-weekly payroll via a third-party payroll service;
- Administering employee benefits;
- Completing and submitting paperwork to external agencies including worker's compensation claims, unemployment claims, verification of employment, etc.;
- Maintaining the employee handbook and organizational staffing chart;
- Overseeing the annual employee review process;
- Ensuring management actions conform to employee handbook and labor laws;
- Creating policies and procedures;
- Tracking employee performance documentation;
- Liaising with FHL's legal counsel to discuss HR-related issues, as needed;
- Addressing personnel-related issues;
- Participating in disciplinary and termination meetings.

### **Qualifications**

Highly detail-oriented, able to work independently, multi-task, enjoy interfacing with other staff at all levels, excellent skills in verbal and written communication, possess a bachelor's degree, familiarity with NY State and federal labor laws, and at least 2 years of experience relevant to the responsibilities.

### **To Apply**

Please submit your cover letter, resume, and salary requirements to [jobs@thehighline.org](mailto:jobs@thehighline.org). Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.