

Position/Title: Senior Human Resource Manager (Generalist)

Start Date: Immediate

Contact: Send resume, cover letter and salary requirements to HRjobs@cityparksfoundation.org. Must include "Sr HR Manager" in the subject header.

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through arts, environmental education, sports, and community building programs for all New Yorkers. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce SummerStage, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe and our own neighborhoods on our mainstage in Central Park and in local parks in all five boroughs, and our Swedish Cottage Marionette Theatre and roving PuppetMobile present marionette puppet theater throughout New York City.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of community leaders who care and advocate for the transformation of our neighborhood parks.
- We connect youngsters to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

POSITION SUMMARY

The Senior Human Resource Manager (Generalist) will help to create and maintain a joyful, diverse and inclusive work environment and culture for all City Parks Foundation staff. Supervising an HR Administrator, the Senior Manager will report to the COO and will run the daily functions of the Human Resource (HR) department including interviewing and hiring staff; administering pay, benefits, and leave; employee relations; and developing and upholding compliance with organizational policies and practices.

RESPONSIBILITIES

- Supervise the HR Administrator and oversee payroll and benefits administration
- Compliance
 - Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews CPF's policies and practices to maintain compliance.
 - Review, track, and document compliance with mandatory and non-mandatory trainings
 - Develop and track all internal and external training and education, including but not limited to safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
 - Stay abreast of HR law and regulations and apply when required

- Recruitment
 - Recruit, interview, and facilitate the hiring of diverse, qualified applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
 - Maintain all applicant tracking
 - Oversee new employee onboarding process
- Employee Relations
 - Identify and create opportunities for all staff to realize their full potential through training and professional development, including managerial training, DEI and workplace culture training.
 - Support employees at all levels, handling employment-related inquiries from applicants, employees, and supervisors.
 - Manage a constructive and timely performance evaluation process.
 - Support employee development including coaching, conflict resolution, disciplinary action, and performance improvement efforts.
 - Participate in employee disciplinary meetings, terminations, and investigations.
 - Develop and oversee employee recognition program.
- Develop and communicate HR process and procedures
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelors degree in Human Resources, Business Administration, or related field required.
- At least 5-7 years of human resource management experience preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite or related applications.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- SHRM-CP a plus.
- Note that candidates must be vaccinated for COVID-19 or have a valid medical exemption.

CONTACT

Interested parties should email a cover letter, resume and salary requirements to: HRjobs@cityparksfoundation.org. Must include "Sr HR Manager" in the subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.