FRIENDS OF THE HIGH LINE

POSITION DESCRIPTION:
Human Resources Assistant

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 Vice President of Administration & Strategic Projects, the Human Resources Assistant is responsible for assisting in the administration of 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

- Drafting job descriptions;
- Coordinating the recruitment and 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 staff chart;
- Assisting with the annual employee review process;
- Tracking employee performance documentation;
- Performing other miscellaneous HR-related duties as assigned;
- Assisting the Vice President with non-HR administrative tasks, as needed.

Qualifications

The successful candidate will be highly detail-oriented, organized, and able to handle multiple projects at once. Must enjoy interfacing with staff at all levels, possess excellent oral and written communication skills. Bachelor's degree, experience with HR and/or payroll, and a familiarity with NY State and federal labor laws, preferred.

To Apply

Please submit your cover letter, resume, and salary requirements to 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.