

Monday, December 6, 2021

## Human Resources / Operations Manager

Company: Urban Bush Women  
Location: Brooklyn, NY

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Urban Bush Women is hiring a part-time Human Resources/Operations Manager.

**Position Summary:** The part-time Human Resources / Operations Manager reports to the Managing Director and is responsible for the continued development and maintenance of human resources as well as providing support in the day-to-day management of the Urban Bush Women organization. The position is part-time (appx. 20 hours per week) with a start date of February 2022.

### Functions & Responsibilities

#### Human Resources

##### *Hiring and Onboarding*

Update and maintain the UBW Employee Manual

Oversee the drafting and creation of job descriptions

Assist in recruiting, training, motivating, and managing the administrative staff and volunteers

Oversee the creation of LOAs for full-time, part-time, and contract staff

Streamline LOA templates for all employees and contractors

Maintain employee and independent contractor personnel files

##### *Staff Relations*

Coordinate the annual review process

Participate in employee annual reviews as UBW HR representative

Serve as the point of contact for HR related concerns from the staff and company

##### *Employee Benefit Management*

Serve as the first point of contact for human relations issues including addition/termination of health/dental/vision insurance and parental leave

Oversee the management of new and current employee benefits (health, dental/vision)

Communicate with UBW Insurance broker and Finance Manager to facilitate annual open enrollment

Communicate with health insurance broker on annual health insurance enrollment

Advise the Management Compensation Committee of the Board of Directors

Collaborate with Operations Associate to research, present, and implement new employee benefits

##### *Compliance*

Oversee the implementation and updating of all UBW COVID-19 Policies and Procedures in collaboration with UBW Board, Managing Director and Production team

Coordinate annual anti-sexual harassment training compliance organization-wide

Ensure that the organization is in compliance with the latest employment rules and regulations through communications with legal consults, attending educational workshops, reviewing professional publications and participating in professional societies

#### Operations and Finance Support

Prioritize office workflow and systems

Coordinate with Operations Associate and Managing Director on the development of UBW Procedures Manual Folder incorporating current Operations Manual and Company Management Manual

Collaborate with Managing Director to sign off on payroll and monthly fiscal reports

Collaborate with Managing Director, Finance Consultant, Finance Manager, and UBW staff in the preparation of the annual UBW organizational budget

## Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-staff retreats

## Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

## Qualifications:

Ability to work independently and as part of a team.

Must be well organized and friendly, with the ability to multi-task in a fast-paced environment.

Creative, professional, deadline-driven and detail-oriented with an excellent work ethic.

Strong customer service orientation.

Strong written and verbal communication skills.

Discretion and confidentiality is essential

Familiarity with data management, Word, Excel and/or Google Docs

Minimum two years' experience in Human Resources.

Preferred: HR Certification, COVID-19 officer certification, and experience with performing arts

## Compensation/Benefits

Compensation commensurate with experience.

## How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references. Email applications with subject line "HR Manager - First Name Last Name" to: Zoe Walders, Operations Associate at [info@urbanbushwomen.org](mailto:info@urbanbushwomen.org). Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through January 7, 2022

## About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers. [www.urbanbushwomen.org](http://www.urbanbushwomen.org)

UBW is an equal opportunity employer

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