

Wednesday, February 16, 2022

Human Resources Manager

Company: National Dance Institute

Location: New York, NY

Compensation: Salary commensurate With Experience. Comprehensive and competitive benefits package.

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For over four decades, National Dance Institute has been delivering its award-winning arts and learning programs to public school children throughout New York City and around the world in the belief that the arts, and dance and music in particular, have a unique power to engage children and motivate them toward excellence.

NDI is seeking a talented and motivated individual to join our Human Resource team full-time in our state-of-the-art facility in Harlem.

Job Summary: The Human Resources Manager will lead, direct, implement and coordinate all HR functions for NDI including hiring staff, administering pay, benefits, and leave, and enforcing compliance, policies and practices to support NDI's mission and goals. This individual will be responsible for leading the administration of NDI's HR activities which include recruitment, onboarding, offboarding, employee benefits, performance evaluations, maintenance of employee records, implementing best practices, and ensuring compliance with all federal, state, and local laws and regulations.

Duties/Responsibilities:

- * **Benefits Administration** - Administer NDI benefits programs such as medical, dental, life insurance, retirement plans, long/short-term disability and flexible spending programs. Ensure accuracy of all benefit plan enrollments and provide carriers/providers with accurate eligibility information. Respond to benefit inquiries from staff and providers regarding plan coverage, billing, and claims, etc.;
- * **Payroll** - Prepare, process and distribute payroll as approved by the Senior Director of Finance & Administration. Ensure compliance with all applicable state and federal wage and hour laws. Verify and calculate monthly employee retirement plan deductions for payroll and monthly employer contributions. Ensure that monthly, quarterly and annual reports are produced and filed timely by ADP;
- * **Staffing** - Conduct new hire orientations/on-boarding for employees and review of benefit enrollment and NDI policies. Perform recruitment activities and pre-employment screening such as background and reference checks. Update and distribute Artistic Staff employment letters. Maintain employee files ensuring accuracy, compliance and confidentiality. Guide and provide assistance to management in goal development plans and performance review process;
- * **Plan Design** - Evaluate existing NDI benefits and develop/modify specifications for new plans or existing plans. Make recommendations to Executive Director & Senior Director of Finance & Administration concerning cost of plans and new proposals;
- * **Compliance** - Prepare benefit documentation such as original and amended plan agreements as required by providers/carriers. Maintains knowledge of trends, best practices, regulatory changes, and ensures NDI is in compliance with all local, state, and federal requirements and laws/regulations as related to EEO, ERISA, ADA, FLSA, HIPAA, COBRA, OSHA, etc. Reviews, tracks, and documents compliance with mandatory training such as safety training, mandated reporter and anti-harassment training;
- * **Policies and Procedures** - Develop and recommend employee policies and procedures with the Executive Director & Senior Director of Finance & Administration. Prepare and maintain the Employee Handbook. Provide senior leadership and management teams with HR advice on employee life-cycle employment related matters;
- * **Diversity, Equity, Inclusion, and Accessibility** - Support NDI's DEIA initiatives through HR employment best practices in decision making, compliance oversight, policy updates in alignment with NDI missions and goals with the Executive Director, Artistic Director, Equity Advocate and the DEIA Committee.
- * **COVID-19 Health and Safety** - Assess, implement and maintain policies, protocols, and procedures related to COVID-19 preparedness and response for business operational needs in accordance with the COVID team, local, State, and Federal regulations and mandates. Ensure strategic management and communication of COVID-19 related processes, procedures and guidelines to employees, senior leadership and the Board of Directors.
- * **Other** - Maintain and update NDI organizational chart.
- * **Board of Directors Support and Administration** - maintaining documentations related to the BOD such as, by-laws, conflict of interest policy, board member agreements, board meeting materials, etc.

Required Skills/Abilities:

- * 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 act with integrity, professionalism, and confidentiality.
- * Thorough knowledge of employment-related laws and regulations.
- * Proficient with Microsoft Office Suite or related software.

Education and Experience:

- * Bachelor degree in Human Resources, Business Administration, or related field required.
- * A minimum of three years of human resource management experience is preferred.
- * Society for Human Resource Management Certified Professional (SHRM-CP) certification.

To Apply: Please email resume, cover letter with salary expectations to ndijobsearch@nationaldance.org. No phone calls.

Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. ?Our staff are currently working a hybrid work schedule with in-person work combined with remote work; work schedule may be modified at any time based on operational needs.

About NDI

National Dance Institute (NDI) was founded by New York City Ballet principal dancer Jacques d'Amboise in the belief that the arts have a unique power to engage children and motivate them toward excellence. Through our award-winning, multidisciplinary arts education programs, we strive to reach every child, transcending barriers of language, culture, and physical and cognitive challenges. In the process, our professional teaching artists foster in students a love of the arts and curiosity about the world, and help our young dancers learn to work together, develop personal standards of excellence, and cultivate a confidence in themselves that supports their success in school and in life. Since its founding in 1976, NDI has impacted the lives of over 2 million children.

EOE.

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For more information:
NDI Job Search
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