



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: HUMAN RESOURCES ASSISTANT

REPORTS TO: HUMAN RESOURCES MANAGER

The Chesapeake Bay Maritime Museum (CBMM) explores and preserves the history, environment, and culture of the entire Chesapeake Bay region, and makes this resource accessible to all. As an educational institution, staff fulfill CBMM's mission, goals, and vision, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

Serving more than 90,000 guests each year, CBMM's 18 acre campus includes a floating fleet of historic boats, 12 exhibition buildings, and changing special exhibitions, all set in a park-like waterfront setting along the Miles River and St. Michaels' harbor.

Summary Description:

Reporting to the Human Resources Manager, the Human Resources Assistant's primary focus is to provide skilled administrative support for all CBMM Human Resources (HR) activities and programs. CBMM's HR department is responsible for recruiting, training, and ensuring a safe and supportive work environment for all of the employees and volunteers that lend their talents to our organization. The HR Assistant provides essential support to our team through timely and consistent communication, scheduling, onboarding of new team members, payroll preparation, and maintenance of volunteer and employee databases and files. This role is also a key collaborator in the creation and execution of recognition and team-building events throughout the year.

KEY ATTRIBUTES

- High level of computer proficiency with Microsoft Office suite.
- Working knowledge of databases, including ability to retrieve and manage data through the query/export/report functions and integrate with Microsoft Office.
- Excellent verbal and written communication skills, and the ability to interact with team members with a variety of backgrounds and experiences in a positive and enthusiastic manner.
- Strong organizational skills and the ability to multi-task and maintain professional composure in a fast-paced environment.
- Ability to collaborate with others to accomplish departmental and organizational priorities.
- Self-driven with the ability to work independently on assigned projects, and a proven ability to meet deadlines.
- At least two years related HR, administrative or customer facing experience required.
- Discretion and a high level of sensitivity to the personal information that is entrusted to our department. This position is subject to a full background check at any time during employment, without additional notice.

Primary Responsibilities:

- Assists with writing and preparation of communication materials for staff and volunteers.
- Assists with coordination and scheduling of staff and volunteer functions, HR related meetings, and employment interviews.
- Prepares human resources and volunteer reports using departmental databases and Excel.
- Assists with bi-weekly payroll processing.
- Assists with onboarding of staff and volunteers through scheduling & supporting the completion of required paperwork through electronic means.
- Helps monitor departmental email and coordinates a response to inquiries in a timely & effective manner.
- Helps maintain volunteer records, qualifications, and shift schedules in CBMM's volunteer database.
- Initiates the background screening and USCG drug testing program process for all staff and volunteers as required, and maintains appropriate compliance records.
- Maintains the organization and helps team members locate institutional reference materials which include training, recorded meetings, handbooks, policies, benefit summaries and other provided resources.
- All Human Resources team members and staff are entrusted with, and are expected to maintain, a high level of confidentiality and discretion with sensitive organizational, employee, and volunteer information.
- Performs other related duties as assigned.

This position is a part-time, non-exempt position with an average work schedule of 24 hours per week.

While this position may have a flexible schedule, most hours are expected to be worked during business hours, 8:00a-6:00p, Monday through Friday. All staff are expected to be available to work a flexible schedule that may include evenings and weekends.