

Position: Director, Human Resources

Job Type: Full Time, Exempt

Job Location: WMHT, 4 Global View, Troy NY 12180

Location: Troy, NY

BROAD FUNCTION:

WMHT Public Media, located in New York State's Capital Region, serving Eastern New York and Western New England, is the only locally owned, nonprofit, multichannel public communications organization that reaches beyond the traditional broadcasting model to act as a leader by convening arts, culture, learning and civic interests. WMHT focuses on Community, Culture and Connections by providing entertainment, enrichment and engagement through television, radio, digital media, and educational services. WMHT Public Media is proud to be recognized as one of the Capital Region's *Top Workplaces* by the Times Union.

At WMHT, we create trusted, unbiased, multi-platform media that meets our audiences where they are and delivers high-quality content that reflects the diversity of our region. We strive to create a workplace culture that values diversity of perspective and lived experience. WMHT provides a place where people are supported to do their best work.

WMHT seeks a Director of Human Resources that will be responsible for the supervision and management of WMHT's Human Resources functions. Directs the development and implementation of policies, and adherence to EEO and Affirmative Action guidelines. Oversight of salary administration, employee benefits, payroll, regulatory compliance, recruitment, workers comp, safety, and health insurance. Provides leadership and direction on the interpretation of personnel policies as they relate to institutional objectives. Maintains personnel required federal, state, and local reports relating to the HR Function. Serves to lead and promote organization's Diversity, Equity, Inclusion and Accessibility efforts.

Reports to President and CEO.

Major Duties and Responsibilities

- Manages the talent acquisition, recruiting and selection activities of the company to identify needed critical skills, support staff to ensure adequate staffing levels and monitors staff engagement.
- Oversees and leads Diversity, Equity, Inclusion and Accessibility activities.
- Recommends and assists in formulating training programs and determines instructional methods, utilizing individual training, group instructions, demonstrations, and workshops; selects or develops training aids such as handbooks, visual aids, and tutorials. Oversees new employee orientation sessions, on the job training, refresher and individual training, and volunteer training.
- Directs the planning, design, implementation and administration of all compensation programs to maintain the organization's objectives and competitive position in the marketplace.
- Administers the company's benefit programs including life, health, disability, 403(B), workers compensation balancing cost effectiveness of programs and company objectives.
- Responsible for planning, development, and implementation of effective human resource strategies and policies.
- Ensure company compliance with FMLA, ADA, HIPAA, FLSA, EEOC and other federal, state and local laws.

- Annual EEO report required by the FCC.

Employee Relations

- Develop and lead employee recognition program.
- Promote a culture of open communication and teamwork.
- Address employee concerns, conflicts and grievances in a fair and compassionate manner.
- Ensure that WMHT is a diverse, equitable and inclusive organization.

Knowledge and Skills

- A minimum of five years of Human Resource experience required.
- Bachelor's degree in human resources or related field required. Graduate or SHRM designation preferred.
- Ability to effectively deal with employees and other key stakeholders (listens, understand, and identify needs and facilitate training for staff as needed.
- Analytical ability oriented toward feasibility and cost considerations. Good problem-solving skills and ability to react quickly to arising issues.

The yearly salary range is \$80,000 - \$90,000

To apply, please email a cover letter and resume vbelden@wmht.org or mail to:

Valerie Belden, WMHT, 4 Global View, Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.