HUMAN RESOUCES ASSISTANT

The Historic New Orleans Collection (THNOC) is a museum, research center, and publisher dedicated to the study and preservation of the history and culture of New Orleans and the Gulf South region. The Collection is currently accepting resumes for the position of Human Resources Assistant.

The Human Resources (HR) Assistant provides clerical/entry-level support to all HR functions, including assisting in recruiting, onboarding, separations, training initiatives, health and welfare issues, and HRIS maintenance. This position also provides support to the CFO/COO as requested.

The ideal candidate must have a minimum of one year of human resources experience, including experience in using Microsoft and Paylocity systems. The successful candidate shall possess exceptional organizational and communication skills with an exceptional attention to detail.

This is a full-time position working Monday through Friday. The Collection offers a competitive salary and a dynamic, educational culture.

The Historic New Orleans Collection offers the following benefits:

* Competitive salary
* Medical, dental and vision insurance for employees and dependents (children and opposite or same sex spouse/domestic partners).  Medical insurance includes treatment for gender dysphoria.
* Life, long term disability, and AD&D insurance
* Employee Assistance Program
* Flexible Spending Account
* Professional development and tuition assistance
* Paid parental leave
* Paid time off and 12 paid holidays per year
* Gym membership
* Paid parking
* Work/life balance
* Opportunity to work in the iconic French Quarter of New Orleans with passionate, engaged, and respectful colleagues

The Historic New Orleans Collection centers diversity, equity, accessibility, and inclusion at the core of everything we do. We are committed to becoming a more diverse and inclusive workplace, an organization that epitomizes the best practices in our field, and a community institution that truly reflects and supports our visitors, our neighbors, and our home. To that end, we actively encourage and welcome applications from members of underrepresented and marginalized groups. We are committed to employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity or expression, Veteran status or any other characteristic protected by law.

For consideration, please submit your resume and cover letter to [jobs@hnoc.org](mailto:jobs@hnoc.org).

[HR Assistant Job Description](https://hnocorg-my.sharepoint.com/personal/catherine_melchi_hnoc_org/Documents/Job%20descriptions/Job%20Descriptions%20Melchi/HR%20Assistant-JD%202022.docx)

Posted 11/28/2022