



People & Culture Specialist Job Description

Date: April 2025

Status: Non-Exempt

Reporting Supervisor: People & Culture Director

Position Overview:

The People & Culture Specialist, Recruiting is a *part-time* employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the People & Culture Director. This position is responsible for designing and implementing high-quality, innovative talent acquisition practices across all departments. The People & Culture Specialist, Recruiting will manage the full recruiting lifecycle for all human resources (staff, volunteers, interns), including developing and implementing effective sourcing strategies, conducting job fairs and other recruitment events, and managing applicant tracking systems.

Essential Duties and Responsibilities:

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion and belonging.
3. Actively promote an inclusive workplace culture where diversity is celebrated, including strategically integrating core initiatives into all aspects of operations, making equity and belonging central to Stan Hywet's identity and practices.
4. In collaboration with the People & Culture Director, partner with hiring managers to identify staffing needs and develop innovative and best in class recruitment strategies aimed at attracting high-caliber, diverse candidates. Monitor and analyze recruitment metrics to determine effectiveness.
5. Provide an exceptional candidate experience, helping to discover untapped talent, driving support of our mission and developing fulfilling careers. Serve as the primary point of candidate contact, delivering timely communication and feedback.
6. Collaborate with area leaders to determine job specifications, competencies, skills, requirements and responsibilities needed for each position.
7. Source candidates through methods in prescribed recruiting strategy, including local advertising, social media, job boards, industry-specific websites, career and volunteer fairs, etc.
8. Coordinate onsite job and volunteer fairs, open interview days and offsite representation.
9. Upload volunteer opportunities in volunteer management system and college placement sites.
10. Maintain Stan Hywet's account related to job/volunteer posting boards, managing user access, posting process, timeliness of responses and payment. Work with the Marketing department to maintain the career page of Stan Hywet's website, LinkedIn and up-posting strategies.
11. Build and maintain relationships with recruiting agencies, universities and other organizations.



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12. Stay abreast of industry trends, best practices and emerging technologies in recruitment and museum talent acquisition, and recommend process improvements as needed.
13. Build and maintain a robust pipeline of active and passive quality candidates to support current and future hiring needs.
14. Conduct initial screenings and assessments of candidates based on hiring manager recommendations. Maintain a decision matrix to assist hiring managers in the selection process. Provide interview scheduling coordination services for the hiring manager as requested. Maintain interviewing guides and templates. In Collaboration with the People & Culture Director, provide guidance to managers and teams on interviewing and the Stan Hywet hiring process.
15. Perform required background checks. Assist with reference checks as requested.
16. Collaborate with the hiring manager and People & Culture Director to extend offers, draft offer letters and ensure prospective new staff, volunteers and interns are informed of available benefits and other opportunities associated with the position being offered.
17. Ensure regulatory compliance throughout the hiring process with federal, state and local laws.
18. Ensure documentation is supportive of selection decision and properly recorded.
19. Manage the on-boarding process for all staff, volunteers and interns. Generate system access and assist with profile entry as needed. Ensure all required documentation is complete, timely, and all records are properly retained. Orient new staff, volunteers and interns on the general history, mission and structure of the organization and its policies and procedures.
Assist area leaders in scheduling meet and greet sessions for applicable positions. Maintain inventory and distribution of name badges, uniforms and parking permits.
20. Assist staff, volunteers, and interns with access to their online accounts, recording of hours and any other questions or needed troubleshooting.
21. Participate in required public events.
22. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to accomplish each essential duty. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A proven recruiter with a track record of successful placement metrics.
2. Knowledge of posting processes and resources.
3. Keen ability to assess the strengths of potential team members.
4. Responsible for consistently demonstrating excellent judgment, a professional manner, good interpersonal skills, and maintaining discretion in the use of confidential information.



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5. Knowledge of federal, state, and local employment laws related to hiring practices.
6. Ability to relate to persons of all ages and of diverse backgrounds, skills, and abilities.
7. Strong verbal and written communication skills.
8. Outstanding organizational skills, attention to detail, and ability to be self-motivated and disciplined
9. Valid Ohio driver's license.

Education and/or Experience:

1. A Bachelor's degree in Human Resources or a related field, or equivalent experience and knowledge.
2. Minimum 5 years recruiting experience. Recruiting experience in a Museum or other similar setting preferred. Volunteer recruiting experience preferred.
3. Past experience leading internship programs.
4. Computer literacy in a windows environment, including familiarity with Microsoft Office, and web-based software, along with an ability to learn new systems including HRIS

Ethical Expectations:

The Stan Hywet Hall & Gardens Board of Directors and the President & Executive Director require that the People & Culture Specialist conduct the affairs of the People & Culture operation by implementing the highest standards of ethical behavior. This behavioral standard applies specially to matters of donor confidentiality, a donor's bill of rights, and the strictest allocation of gifts to intended purpose. The standard extends to personal and professional dealings with directors, staff, colleagues, benefactors, and all other parties who rely on the integrity of Stan Hywet Hall & Gardens.

Usual and Customary Expectations:

1. Some non-traditional days/ hours required for special events and public events.
2. Prolonged seating on a daily basis.
3. Ability to carry on extended conversations, in person, via phone or web-based service.
4. Occasional moving of items weighing up to 20 pounds.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date