

**HOLOCAUST MUSEUM LA**  
**100 The Grove Drive, Los Angeles, CA 90036**

**Job Title: HR Generalist**  
**Employment Type: Full-Time Exempt**  
**Location: Los Angeles, CA**  
**Department: Operations**

**Holocaust Museum LA** is seeking an HR Generalist to manage and execute core HR functions. This position ensures HR policies, procedures, and programs are compliant, equitable, and effective in supporting a positive and productive workplace culture. HR experience working for a non-profit is a plus. This position requires the ability to work both strategically and operationally, and reports to the COO.

**Key Responsibilities:**

- Administer and manage recruitment, onboarding, and offboarding processes.
- Compose and post job descriptions and schedule interviews.
- Maintain employee records and HRIS system in compliance with legal and organizational standards.
- Ensure compliance with federal, state, and local employment laws and HR best practices.
- Monitor and support compliance with internal policies.
- Manage benefits administration including enrollment, renewals, and employee inquiries.
- Support employee relations by responding to inquiries, investigating complaints, and assisting with conflict resolution.
- Partners with managers to conduct and document annual reviews and goal setting; responsible for ensuring reviews are conducted fully and on time.
- Develop and update HR policies, employee handbook, and procedures.
- Lead or support initiatives related to employee engagement and staff development.
- Provide HR reporting and analytics to leadership as needed.
- Assist with payroll processing and collection of bi-weekly timesheets.
- Act as a liaison between employees and management to foster a healthy, supportive and positive workplace.
- Provide operational support to COO as needed.

**Qualifications:**

- Bachelor's degree in human resources, business administration, or equivalent experience a plus.
- Minimum 5 years of HR generalist experience, preferably in a non-profit setting.
- Knowledge of employment laws and regulations (e.g., FMLA, ADA, EEOC, ACA).
- Strong communication, interpersonal, and problem-solving skills.
- Ability to work independently, maintain confidentiality, and handle sensitive issues with professionalism.

- Proficient in MS Office and HR systems.
- PHR, SHRM-CP, or similar certification a plus.

**WORKING SCHEDULE:**

Monday – Friday, 9am – 5pm. This is an in-person position with the possibility of some remote days.

**SALARY/BENEFITS:**

The HR Generalist has an annual salary range of \$80,000 - \$90,000, based on experience and other qualifications. Generous PTO includes vacation and paid holidays, and health benefits.

**About Holocaust Museum LA:**

Holocaust Museum LA, the first survivor-founded Holocaust museum in the nation, dedicates itself as a primary source institution, one that commemorates those who perished, honors those who survived, and house the precious artifacts that miraculously weathered the Holocaust. Since 1961, the Museum has provided Holocaust education to students and visitors from across Los Angeles, the United States, and the world, fulfilling the mission of the founding Holocaust survivors to commemorate, educate, and inspire. Through engagements and education programs that value dialogue, learning, and reflection, the Museum believes that we can build a more respectful, dignified, and humane world.

To apply, please send cover letter, resume and references to: [jobs@hmla.org](mailto:jobs@hmla.org)

Holocaust Museum LA is committed to creating an inclusive and equitable workplace, and we are proud to be an equal opportunity employer. We believe that having staff, interns, and volunteers with diverse backgrounds enables us to better meet our mission.