



Human Resources Manager

Are you looking to start the new year off in an unmatched work environment? Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a detail-oriented, people-operations focused HR Manager that respects and appreciates nature, science and growth.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

Bernheim's HR Manager will drive modern human resource practices for our amazing 65+ full-time and part-time staff. Administrative leadership, training and performance management, Inclusion Diversity Equity Acceleration (IDEA) assistance, and continuing to build a thriving culture are just a few of the priorities for this role.

Human Resources Manager Duties and Responsibilities

- Ensure the organization's compliance with local, state and federal regulations
- Ensure all company HR policies are applied consistently
- Maintain company organization charts and employee directory and all HR systems and processes
- Work with controller on benefits administration, payroll and workers compensation process
- Maintain and update job classifications and salary bands as needed to reflect changes and growth in the organization
- Maintains personnel records including application, resume, job performance and medical files.
- Coordinate the staffing process: interview set up /support, background checks/physicals, hiring and administrative onboarding
- Investigate employee issues and conflicts and bring them to resolution
- Coordinate bi-annual performance reviews, improvement plans
- Create a compensation strategy for all employees based on market research and pay surveys; analyze trends in compensation and benefits
- Work with the Chief Operating Officer to solicit and incorporate regular feedback from staff regarding employment and benefit policies and practices
- Actively support staff morale through regular events, activities and recognition
- In collaboration with the IDEA committee and the COO, support growth as a diverse, equitable, and inclusive organization

Isaac W. Bernheim, Inc. dba Bernheim Arboretum and Research Forest
2499 Clermont Road | Clermont, KY | 40110

Bernheim.org

Skills and Qualifications

- A bachelor's degree in human resources, labor relations, organizational development, business or related area; 3-5 years relevant work experience may be a substitute
- Effective verbal and written communication skills
- Demonstrated ability to handle sensitive and confidential situations with empathy and discretion
- Demonstrates compassion and kindness while communicating clearly and decisively
- Excellent organizational and prioritization skills, coupled with strong and creative problem-solving skills.
- Demonstrated proficiency in the Microsoft Office suite; experience with payroll and human resources information system
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations
- Ability to foster a culture of diversity, inclusivity, collaboration and teamwork
- Experience with analyzing data, managing digital file systems, and keen attention to detail

Human Resources Manager Salary Expectations – salary commensurate with experience. Competitive benefits package includes health/vision/dental insurance, retirement 403b match benefit and paid sick, holiday and vacation leave. Reports to Chief Operating Officer.

Please send all inquiries and resumes to: HR@bernheim.org.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.



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