



Human Resources Associate

Position Summary

The Human Resources Associate is responsible for administrative support to the Director of Human Resources to serve the needs of The Muny's full-time administrative staff and seasonal teams. The Human Resources Associate will assist with file management, benefits administration, worker compensation documentation, employee events, metrics tracking, payroll matters, and other responses to employee needs. This position reports directly to the Director of Human Resources.

Primary Duties and Responsibilities

Assist the Director of Human Resources with:

- Maintaining hard copy and electronic employee files
- Submitting Worker Compensation claims, maintaining files and tracking claims
- Completing Employment Verifications
- Assist with payroll processing, including submitting data to E-Verify for I-9 reporting
- Help create, organize and execute the logistics for Employee Wellness events (e.g. Flu Clinic, Health Metric Testing, Financial Wellness sessions), training seminars, and other employee-centered events
- Help create content for employment related topics – e.g. health plan perks, employee events, employee engagement events
- Gather data on HR – related metrics for monthly and annual reports
- May assist employees with changes in benefits
- May assist at Muny events as needed
- Other duties as assigned

Minimum Qualifications and Skills

- High degree of confidentiality and discretion
- High attention to detail
- Excellent written and oral communication skills
- Prompt and courteous customer service skills
- Ability to interact with all levels of the organization with professionalism
- Ability to work independently on multiple projects
- Working knowledge of all Microsoft Office products
- Ethical and dependable

THE MUNY



Education and experience:

Bachelor's degree or combination of education and equivalent experience in a related field required. Non-profit experience is a plus.

Position Type and Hours

This is a full-time administrative position. Hours may vary depending on operational needs and the seasonal calendar.

About The Muny

The Municipal Theatre Association of St. Louis celebrated its 106th Season in 2024. The Muny is America's oldest and largest outdoor musical theatre. Every summer, The Muny produces seven full-scale musical theatre productions. The theatre has 11,000 seats including 1,500 free seats at each performance. The Muny is a 501(c)3 nonprofit organization.

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