



Job Title: Human Resources Manager

Functional Department: Administration/Business Services

Job Reports To: Executive Director

Salary Range: \$70,000 to \$75,000 annually depending upon experience

___ Exempt X Non-Exempt

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Summary:

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practice.

Major Responsibilities/Activities:

- Partners with upper management to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental manager to understand skills and competencies required for openings.

- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Process company payroll.
- Conduct or acquires background checks and employee eligibility verifications.
- Maintain and update employee files.
- Process health insurance.
- Prepare offer letters to candidates.
- Participate in staff calls and maintain notes and follow up on action items.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Oversee employee onboarding process.
- Maintain workplace safety regulations and requirements.
- Ensure employee handbook and company policies are up to date and administered.
- Create and maintain job descriptions.
- Oversee employee relations including discipline procedures, performance reviews, exit.
- Interviews and termination paperwork.
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulation.
- Plan and implement human resources programs for specific areas of human resources management.
- Develop and deliver presentations to upper management and board of directors regarding human resources policies, programs, and practices.
- Maintain employee training records for annual survey.
- Conduct and coordinate company-wide safety training, safety meetings, quarterly safety inspections, and Safety Committee meetings.
- Direct the safety and workers compensation programs in compliance with OSHA guidelines.
- Ensure proper documentation is completed; investigate accidents and direct return to work programs.
- Ability to create charts, graphs, and basic formulas in Excel is required.
- Ability to communicate on all levels with management members, employees, or regulatory agencies.
- Ability to read, analyze, and interpret common journals, business reports, financial reports, and legal documents.

- Ability to respond to common inquiries or complaints from management members, customers/employees, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management and/or board of directors.
- Provide strategic business partnership, thought partnership, and coaching to all levels of the organization.
- Proactively assess team, manager, organizational development needs, make recommendations, and implement appropriate solutions.
- Travel as assigned.
- Other duties as assigned.

Minimum Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least three years of Human Resources Management experience is preferred. SHRM-CP a plus.
- Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
- Excellent oral, written and interpersonal communications skills.
- Self-starter with the ability to work independently and communicate in a virtual office environment.
- Willingness and ability to travel locally, statewide, and nationally.
- Experience living and/or working in Native communities preferred.

Work Habits:

- Accurate
- Collaborative
- Reliable
- Respectful
- Excellent communicator

Apply:

To apply, please complete and submit an [employment application](#), a resume, cover letter, and three professional references to careers@niwrc.org, addressed to:

- Lucy Simpson, Executive Director
- Lora Helman, Director of Business Services