

Northwest Indian Community Development Center

Human Resources, Learning and Engagement Leader

Position Overview:

The Human Resources Leader is a dynamic position for a passionate, dedicated, and flexible individual with a wide understanding of human resources functions. This position is an opportunity to support transformative social justice initiatives through the development of our internal human resources, learning and employee wellness programs. This position works in tandem with the Executive Director, CFO and Operations Director, to diversify, and sustain internal organizational operations, mission and vision through our staff. Ensuring that all NWICDC staff members have the tools, resources and support needed to thrive. This position will address how NWICDC supports, articulates and incorporates Anishinaabe and social justice/equity values across programs and welcomes new employees into our organization. The Human Resources Leader will focus on addressing the following questions within our current HR systems/operations:

- What values does our organization support? How do we articulate and recognize these values?
- In what ways could we create opportunities for experiential learning and personal growth/transformation?

This position requires both big-picture, strategic work, but also pay close attention to the details and be able to track and research information accurately. This position is ideal for the continuous learner.

Your role:

- Manages aspects of and facilitating facets of the human resources functions at NWICDC including: recruitment and selection, performance management, learning and development, career planning, evaluation, staff well beginning and terminations;
- Coordinates on-and off site employee training and development;
- Serves as a resources for employees related to policies, procedures, guidelines and practice related to applicable internal NWICDC procedures as well as federal and regulations and policies; Ensures organizational compliance with federal and state employment laws and regulations;
- Develops and forecasts organizational hiring needs. Create job descriptions, advertisements and recruitment plans that reflect the vision and mission of the organization;
- Creates and modifies existing HR forms and workflows and processes including the onboarding, training and development, performance reviews, and employee benefits;
- Manage employee benefits packages;
- Process and submit accurate payroll according to the payroll schedule, work with team leaders and team members to track use of PTO, holiday, and attendance;
- Participates in special projects and other related duties as assigned;

What you bring:

2+ years of experience in human resources administration, business administration, and/or other relevant experiences related to the administration of programs and processes;

Post secondary degree in a relevant field;

Ability to manage sensitive and confidential information and situations;

Can-do attitude with a desire to continuously learn and grow;

Excellent interpersonal communication skills and abilities to communicate with staff;

Strong organizational skills and attention to detail;

Time management skills with an ability to take initiative, work independently, meet deadlines, and problem solve quickly and effectively;

Demonstrated understanding, appreciation and awareness of the cultural, social and economic diversity within the community being served;

What we bring:

- Employer paid health insurance;
- Dental insurance;
- Health savings account;
- PTO, including your birthday off;
- 401k Retirement contribution matching following one year of employment;
- A supportive environment for continued personal and professional growth;



The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Equal Opportunity Employer: The emphasis of the organization is to provide resources for American Indian community members, but the resources, programs and employment opportunities of the organization shall be available to all persons regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, gender identity, and local human rights commission activity.