

***National Congress of American Indians
Headquarters Office: 1516 P Street NW, Washington, D.C. 20005-202***

Position Name: Human Resource Manager
Reports To: Executive Director
Effective Date: Tuesday, September 13, 2022

ABOUT NCAI

Founded in 1944, the National Congress of American Indians (NCAI) is the oldest, largest, and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of tribal governments and communities, promoting strong tribal-federal government-to-government policies. We promote an understanding among the public regarding American Indian and Alaska Native governments, people, and rights.

ABOUT THIS POSITION

NCAI's Human Resource Manager leads all aspects of human resources practices, processes, and compliance, and provides HR direction and guidance to department leads. The HR Manager reports to and works closely with the Executive Director on all employee relations and compliance issues. The HR Manager promotes organizational values and enable success through solid communication and human resources management for the full employment life cycle including, job design, recruitment, performance management, training and development, employment cycle changes, talent management, benefits, and compensation management, ensuring compliance and exemplary practices. The HR Manager assists in other operational areas to support the operations team and overall organization.

DUTIES AND RESPONSIBILITIES

- Maintains current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA); as well as relevant state and local laws and regulations pertaining to employee rights and working conditions.
- Interprets and explain human resources policies, procedures, laws, standards, or regulations.
- Assists with hiring employees and process hiring-related paperwork.
- Ensures compliance with timeliness, maintenance, retention, and destruction of I-9 paperwork.
- Prepares or maintains employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software, as well as physical files as needed.
- Addresses employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Reviews employment applications and job orders to match applicants with job requirements.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Refers qualified job applicants to appropriate management individuals; make hiring recommendations when appropriate.
- Schedules or conducts new employee orientations.

- Maintains and updates all human resources documents.
- Develops and implements personnel policies or procedures with management and Counsel.
 - Performs searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Contacts job applicants to inform them of the status of their applications. Interviews job applicants to obtain information on work history, training, education, or job skills. Conducts reference or background checks on job applicants.
- Conducts exit interviews; ensure necessary employment termination paperwork completion.
- Provides management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Analyzes employment-related data and prepare required reports.
- Advises management on preparing and implementing recruitment or retention programs.
- Develops or implements recruitment strategies to meet current or anticipated staffing needs.
- Administers employee benefit plans.
- Reviews and evaluates applicant qualifications or eligibility for specified licensing, according to established guidelines and designated licensing codes.
- Evaluates recruitment or selection criteria to ensure conformance to professional, statistical, or testing standards, recommending revisions, as needed.
- Coordinates with outside staffing agencies to secure temporary employees, based on departmental needs.
- Evaluates selection or testing techniques by conducting research or follow-up activities and conferring with management or supervisory personnel.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Thorough knowledge of employment-related laws and regulations.
- Ability to work independently and in a team environment.
- Excellent verbal and written communication skills.
- Strong interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.
- Experience, proficiency and ability to quickly learn organizational HRIS and talent management systems.

QUALIFICATIONS

- Bachelor's degree is required; master's degree preferred in Human Resources, or a related field is a plus. SHRM certification preferred.
- Work experience as an HR Generalist or Coordinator, administrator or related function required, including compliance and employee relations support.
- Supervisory experience required; supervision of HR personnel preferred.

- Natural problem-solver and bridge-builder with the ability to navigate challenges, build credibility, and effectively communicate with all levels is necessary; change management experience a plus.
- Role Model professionalism and confidentiality.
- Teacher and coach who is approachable, can find appropriate ways to develop managers and employees and empower them to take responsibility, enabling an engaging, respectful, and rewarding work culture.
- Detailed-oriented with strong organizational, time, and project management skills.
- Good writer with strong verbal/people skills.
- Resourceful, quick learner, team player, willing to wear many hats and be happy doing so, including answering phones when needed, providing operational support, etc.
- Background or experience in Native American Affairs or Native organizations a plus.

WORK HOURS

This position is classified as exempt pursuant Sections 13(a)(1) and 13(a)(17) of the Fair Labor Standards Act as defined under 29 C.F.R. Section 541.400.

COMPENSATION

Annual Salary is negotiable based on experience and skill set related to the qualifications stated.

WORK ENVIRONMENT

The Human Resource Manager can work remotely or in the Washington DC office.

TO APPLY

Please submit a cover letter, resume, brief writing sample on any HR subject (no more than 1 page), the name, email address and contact information of three references, by email to Ron Teliszczak, HR Director at rteliszczak@glitc.org.

This position is open until filled