

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Human Resources Generalist

Application Deadline: Open Until Filled

Part-Time, 20-25 hours/week

Monday through Friday; specific work hours are flexible between 8:30am – 5:00pm

Salary Range: \$20,000-\$40,000 Annually (DOQ)

Position Title: Human Resources Generalist

Reports To: Executive Director

Position Description: This position is responsible for benefit plans, compensation, talent acquisition, onboarding, performance management, and employee relations.

Specific Job Tasks:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments of staff. This may include CPR or other training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with hiring staff to understand skills and competencies required for openings.
- Acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters, performance and talent management, recognition, and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- May attend and participate in employee disciplinary meetings, terminations, and investigations.
- Coordinates agency's equity and inclusion program.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends and new technologies in human resources and talent management.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

- Passion for working with the American Indian community essential.
- Excellent verbal and written communication skills.

- Excellent interpersonal, negotiation, and conflict resolution 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 prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn talent management systems.
- American Indian professional preferred
- Valid driver's license, insurance and vehicle required.
- Must submit to a criminal background check.

Education and Experience:

- Previous work in the American Indian community or service agencies.
- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- At least one year of human resource management experience preferred.

Physical Demands and Environment:

- Light lifting may be required.
- AIFC is a low noise (under 30dB) facility that has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to careers@aifcmn.org.
Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!