



American Indian Family Center Job Posting

Where American Indian families thrive!

Human Resources Manager

Application Deadline: Open Until Filled

Full-Time, Monday through Friday, will involve some evening and weekend hours.
\$75,000-\$85,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Title: Human Resources Manager

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:

- Develops and/or recommends human resources policies and programs consistent with established policies and programs.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments of staff. This may include professional licensure, 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 to 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 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 HRIS and/or other talent management systems.
- American Indian professional preferred.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field is required.
- At least three years of human resource management experience, and three to five years of human resources experience preferred.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private and shared offices and conference rooms.
- Some remote work may be required.

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

The AIFC thanks you for your interest!