



AMERICAN INDIAN FAMILY CENTER

Where American Indian Families Thrive!

Human Resources Specialist

Application Deadline: Open Until Filled

Part-Time (20 Hours/Week)

Salary Range: \$25,000-\$35,000 (DOQ)

Title of Job: Human Resources Specialist

Position Description: The Human Resources Specialist implements and coordinates the human resources services at AIFC. This person has varied responsibilities associated with the delivery of human resources services, including new employee orientation, employee training, processing HR paperwork and supporting the AIFC team.

Major Areas of Responsibility: The Human Resources Specialist works collaboratively with staff to ensure personnel policies are understood and followed. The Human Resources Specialist reports to the Executive Director.

Specific Job Tasks:

- Process new and departing employee benefits paperwork timely; review timesheet processing and other items on the New Employee Checklist with new employees.
- Create personnel file for each employee to include mandatory documents.
- Complete personnel related surveys, applications and other documents as required by collaborating partners, vendors, the IRS & other governmental agencies.
- Work collaboratively with all staff to ensure consistency and adherence to best practices.
- Manage retention system for human resources documents.

Required Knowledge, Skills and Abilities:

- Genuine interest in supporting the American Indian community a must.
- Strong organizational, oral and written communication skills required.
- Valid driver's license, insurance and reliable vehicle required.
- Ability to work flexible hours helpful.
- Ability to appropriately handle confidential information required.
- Must submit to Criminal and financial Background Check.

Education and Experience:

- Bachelor's degree in human resources, industrial relations, and/or related field plus three to five years of professional experience preferred.
- Previous experience working with American Indian community organizations preferred.
- Experience with Microsoft Office Suite and human resources software programs preferred.

Physical Demands and Environment:

- Lifting more than 15 pounds may be needed occasionally; assistance with the lifting can be provided.
- 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 Kristin Kinney, AIFC Executive Director, at Kristin_Kinney@aifc.net. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!