



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE: Human Resource Manager **DEPARTMENT/PROGRAM:** Administration
REPORTS TO: Executive Director **STATUS:** FT
LOCATION: Daybreak Star Cultural Center **WAGE:** \$70-80,000 + DOE, excellent benefit package

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

JOB SUMMARY:

We are looking for an in-person, full-time Human Resources Manager that is committed to recruiting top talent and providing our staff members with an exceptional work experience. The ideal candidate will be skilled in managing compensation, benefits, recognition, hiring, and employee relations in a manner that retains staff members long-term and builds the employer brand. This position will also support diversity, classify employees, and will ensure organizational observation of employment laws and laws against sexual harassment. This position will report to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruitment:
 - Manages talent acquisition process, including screening applicants, supporting the management team in all phases of the hiring process, testing, interviewing, and hiring
 - Ensures job descriptions are up-to-date, accurate and compliant with city, state, and federal laws
 - Representing the organization at job fairs and networking events
- Employee Relations:
 - Manages Human Resources team
 - Conflict resolution and investigates the issues and concerns of employees
 - Provides support to managers in regarding employee issues and concerns
 - Investigate employee grievances
 - Plans, implements, and evaluates employee relations, policies and practices according to city, state, and federal requirements
 - Conducts and analyzes exit interviews
 - New employee on-boarding and orientation
 - Maintains historical and current human resource records
- Benefits:
 - Maintains employee benefits programs including benefits orientation
 - Obtaining and evaluating benefit contract bids

- Classification and Compensation:
 - Assist with classification and compensation, including creating and updating compensation strategy through market analysis and pay surveys
- Other Duties as Assigned

QUALIFICATIONS

Experience, Competencies and Education

- Bachelor's degree preferred. Associate Degree may substitute in Business, Human Resources, Public Administration or related field and (2-4) years Human Resources experience.
- Knowledge in current Washington state unemployment laws, FMLA, and L&I claims
- PHR certificate preferred but not required
- Have a valid driver's license and must be willing to travel for work purposes
- Must demonstrate effectiveness in writing and verbal communication
- Must be proficient in Microsoft Office applications.
- Must be proficient in Quickbooks
- Must be knowledgeable of compensation strategies, performance management, employee relations, safety practices, talent acquisition, and the ability to apply this information in a manner that is compliant with relevant employment law
- Experience with creating a culture of engagement, collaboration and teamwork
- Capable of compiling and analyzing employment data to guide strategic planning

CONFIDENTIALITY

This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle.

<p>OPENING DATE: xx CLOSING DATE: Until Filled <i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p>
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Signature: _____ Date: _____