Human Resources Coordinator

Position Overview
We are looking for a Human Resources (HR) Coordinator to undertake a variety of HR administrative duties. The HR Coordinator duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintaining our employee database to posting job advertisements. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. We’re looking for excellent organization ability, familiarity with HR software and strong communication skills. To be an ideal candidate for the human resources assistant position, you should hold an HR-related degree and have some experience in our industry. You should be able to work autonomously and remain calm under pressure. You will also assist the Director of Operations in the whole recruitment lifecycle (e.g., onboarding new hires and candidate sourcing). Ultimately, you’ll ensure our HR department is organized and operates smoothly to attract, hire and retain our employees.

Reports to
TVCDC Director of Operations/HR

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Human Resources Coordinator

Compensation & Benefits
Compensation: $16.40-$24.76 per hour depending on experience
Position Type: Full-time (40-hours per week), hourly, nonexempt, not to exceed 40 hours per week
Work Location: TVCDC Porcupine Offices
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.
**Human Resources Coordinator Job Responsibilities**

- Assist with day-to-day operations of the HR functions and duties
- Provide clerical and administrative support to the Director of Operations
- Compile and update employee records (hard and soft copies); assist in completing annual employee file audits
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, trainings, surveys etc.) and take minutes
- Assist with employee requests regarding human resources issues, rules, and regulations
- Assis in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- **Completing, processing and filing Personnel Action Forms (PAF)**
- Communicate with public services when necessary
- Assist in the handling of employee complaints and grievance procedures
- Coordinate communication with employee candidates and schedule interviews
- Assist our recruiters to source candidates and update our database
- **Supports human resources processes**
- Welcome new employees to the organization by conducting orientation and scheduling onboarding
- **Maintain quality service by following organizational standards, policies and procedures**

**Human Resources Coordinator Skills and Qualifications**

- Successful candidate must have an associate degree in HR or a related field (bachelor’s degree preferred)
- Proven experience as an HR assistant, staff assistant or relevant human resources position
- Must be able to quickly resolve employee complaints and/or concerns in accordance with organizational policies and procedures
- Must be familiar with database systems and common HR applications
- Efficient computer typing skills (MS Office, in particular)
- Basic knowledge of labor laws
- Excellent organizational skills
- Strong communications skills
- Recruiting: 1 year (Preferred)

**ADA Specifications**

TVCDC is committed to making reasonable accommodations in accordance with the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Human Resources Coordinator may be required to use the computer for extensive periods of time. Will be required to regularly lift and carry up to 50lbs and complete physical work in a variety of weather conditions. Regional and national travel may be required.
Vision and Mission Driven
Human Resources Coordinator has a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.