Human Resources Generalist

POSITION SUMMARY
The National Indian Health Board (NIHB) seeks a confident, self-motivated, purpose-driven, and creative Human Resources Generalist (HRG) who will contribute to work that impacts the health and well-being of millions of American Indian and Alaska Natives (AI/ANs). The HRG will focus on coordinating day-to-day operations relating to projects and initiatives that support NIHB's Human Resources department. As the Human Resources department at NIHB is only now in its second year of existence, the selected candidate will have the opportunity to help create this department from the ground up in a fast-paced, supportive environment. Reporting to the Human Resources Director, this full-time position is based in our Washington, DC office.

POSITION RESPONSIBILITIES
- Assist in the development of Human Resources policies and procedures for the organization.
- Provide personnel policy and procedure guidance to employees and management.
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements.
- Coordinate open enrollments, changes, and training for employee benefits programs.
- Respond to human resources-related inquiries.
- Assist Staff Accountant with payroll processing.
- Create and distribute internal communications regarding status changes, benefits, or company policies.
- Administer new employee onboarding and orientation.
- Develop and maintain talent management processes.
- Monitor employee morale and company culture.
- Establish and lead an Employee Recognition program.
- Collaborate with the Human Resources Director to develop effective recruitment strategies.
- Conduct recruitment activities for the organization, including resume screening, interviews, and recommendations for hiring.
- Identify future staffing needs.
- Assist in employee relations investigations and disciplinary actions.
• Maintain both physical and electronic employee personnel records.
• Maintain employee information in HRIS.
• Conduct exit interviews and recommend corrective action if necessary.
• Other duties as assigned.

REQUIREMENTS
• Bachelor's Degree in human resources, psychology, business, or related field required. PHR or SHRM-CP certification is highly desirable.
• A minimum of three years of professional experience working in Human Resources required.
• Professional experience working in a small nonprofit preferred.
• Experience with HRIS and high level of skill in Microsoft Office 365.
• Excellent written, verbal, and interpersonal communication abilities, including experience with public speaking and meeting facilitation.
• Understanding of personnel and compliance records management.
• Strong analytical and problem-solving skills.
• Ability to maintain confidentiality and discretion.
• Must possess cultural sensitivity and ability to work within the customs and traditions of various Tribal nations and with a diverse group of people.

HOW TO APPLY
Qualified candidates are invited to send your cover letter and resume to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:
• Medical, dental, and vision coverage with premiums fully paid by NIHB
• 401(k) plan with 10% company match
• Annual leave and sick leave
• Federal holidays