

Position Title: Human Resources Tribal Consultant

Reports To: Chief Executive Officer

Status: Full Time, Exempt

Location: Remote, in Wisconsin

OVERVIEW:

The Wisconsin Indigenous Economic Development Corporation (WIEDC) is a coalition of non-profit organizations with a mission to expand Native economic development by building the financial sovereignty of Native individuals, families, Native-owned businesses, and communities in Wisconsin.

Working together, WIEDC Members are Native Community Development Financial Institutions (CDFIs) that collaborate and leverage resources to maximize access to loans, training, and counseling to best serve Tribal Members. Target Market is the 11 Federally recognized Tribes and all tribal affiliated members located in Wisconsin – both on and off reservation communities.

WIEDC Members collectively work to bring millions of dollars to Wisconsin Indian Country from corporations, foundations, and government programs to deliver our continuum of loan products and capacity-building technical assistance services to Native individuals, families, businesses, and communities.

POSITION SUMMARY:

Under the direction of the Chief Executive Officer, Primary function of the Human Resource Tribal Consultant is to coordinate HR policies and programs with emphasis on the benefits and compensation areas, ensuring that the organization is in full compliance with applicable laws and regulations. The Human Resource Tribal Consultant is responsible for performing advanced, specialized, and administrative duties in a designated human resource program or area.

DUTIES AND RESPONSIBILITIES:

- Advises management on the formulation and administration of plans and policies for human resource activities.
- Acts as an internal consultant by analyzing and recommending solutions to human resource issues relating to the assigned program or section area.
- Develops, revises and implements HR policies and procedures.
- Ensures program or section area are in compliance with established policies and procedures and with any relevant federal, state or local legislation.



- Prepares and maintains special internal and external reports as requested by the immediate supervisor.
- Answers non-routine requests for information on policy interpretation.
- Assists with developing, coordinating and recommending changes for the improvement of workflow in the program or section area.
- Develops methods and procedures for compiling and analyzing data for reports and special projects.
- Conducts periodic audits of human resource activities to ensure compliance with laws, policies and procedures.
- Participates in professional development sessions or seminars.
- Works on special projects.
- Leads special and cross-functional project teams.
- Presents training sessions related to the assigned program or section area.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Master's degree in business administration or related field.
- Three years of professional-level experience in human resources.
- Must maintain a current SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential or be able to obtain one within 12 months of hire.

KNOWLEDGE, SKILLS, ABILITIES and PHYSICAL REQUIREMENTS:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service 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 to delegate them when appropriate.
- Adept with a variety of multimedia training platforms and methods.
- Ability to design and implement effective training and development.
- Proficient with Microsoft Office Suite or related software.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian preference Act of 1934 (title 25, USC section 472).

WIEDC offers an employee benefit package stipend equivalent to 20% of the employee's annual salary. Deadline to apply is October 18th, 2023.

TO APPLY: Send your letter of interest and resume to coordinator@wiedc.org.