Human Resources Generalist

Are you passionate about Human Resources? If working in human resources is your passion, consider working with NAYA. NAYA is growing our Human Resources Department team. We are looking for a dynamic individual who believes in compassionate, customer service based human resources. We believe excellence in human resources is vital to the success of an agency. Our Human Resources department supports employees, managers, supervisors, and the Native American community. We are looking for culturally aware, and collaborative individuals dedicated to supporting the growth of our agency.

Founded in 1974, the Native American Youth and Family Center (NAYA) is a thriving social services and community center in NE Portland, and one of the city’s most respected nonprofit organizations. Portland ranks as one of the largest urban Native American communities in the U.S. and NAYA’s 170 employees provide a wide spectrum of programs for our people, from education to housing to elder services. We do our work knowing that our Native cultures are a source of our empowerment.

The salary for this position starts at $31.42 - $34.36. PHR/SHRM-C preferred but not required.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan with up to 6% match, paid vacation and 14 paid holidays. This is a hybrid position. Tuesday to Thursday in the office – 9am to 6pm.

WHAT YOU WILL DO

- Assist with all internal and external HR-related matters in a positive professional manner.
- Assist with talent acquisition and/or recruitment process using multiple methods to increase applicants from the native community. Created job posting, design job templates, using Indeed, LinkedIn and Google ads to increase applicant pool and diversity.
- Identify candidates, conduct reference checks, and maintain applicant correspondence in the hiring process.
- Conduct employee onboarding and new hire orientation. Enter information into Paycom ATS.
- Manager employee database, prepare reports – tracking employee changes and provide updated information and reports.
- Provide support to employees by providing complete and accurate information. Maintain physical and digital files for employees, documents, benefits, and attendance.
- Provide administrative support for the Human Resources Manager.
- Knowledgeable of current human resources employment guidelines and regulations.
- Conduct exit interviews. Track information to identify reason for employee separation.
- Help design and implement a network for recruitment resources.
- Represent NAYA at job fairs and community events.
WHO YOU ARE

- Associate’s, bachelor’s degree with concentration in business, human resources, or related field or a combination of equivalent education and experience may be an acceptable substitute.
- Knowledgeable of current laws and regulations affecting Human Resources; FMLA/OFLA, EEOC, ADA, and Human Resources standards and law.
- Minimum of 2 years working in Human Resources in an agency with 100 plus employees.
- Demonstrated success posting jobs in a variety of settings; web-based, social media, print, community settings, networking.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required.
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred.
- Communication skills, active listening, verbal and written, including public presentation skills.
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

Application Instructions

For additional information contact Karla Smith, 971-804-3518 -karlas@nayapdx.org
Submit a resume and cover letter to jobs@nayapdx.org. If you need accommodation during the application process, please note this in your email.

Applications will continue to be accepted until filled