

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### SENIOR HUMAN RESOURCE OFFICER – JOB DESCRIPTION

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| <b>Position Title:</b> | <b>Senior Human Resource Officer</b>         |
| <b>Reports To:</b>     | <b>Associate Director of Human Resources</b> |
| <b>Job Level:</b>      | <b>Exempt</b>                                |
| <b>Location:</b>       | <b>Albuquerque, NM or Longmont, CO</b>       |
| <b>Supervises:</b>     | <b>N/A</b>                                   |
| <b>Date Reviewed:</b>  | <b>May 2026</b>                              |

#### POSITION SUMMARY

The **Senior Human Resource Officer** plays an integral role in providing overall Human Resources operations management while ensuring alignment with organizational mission and values. The Senior Human Resource Officer will assist with all areas of Human Resources including recruitment, benefits, compensation, employee relations, performance management, learning & development, and compliance.

#### MANDATORY COVID-19 VACCINATION

First Nations is committed to maintaining a safe and healthy workplace and follows the Centers for Disease Control and Prevention (CDC) [COVID-19 vaccination guidance](#). We reserve the right to request proof of COVID-19 vaccination, and similar vaccines, from candidates and employees, in accordance with applicable laws and company policy.

#### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations.

- Assist with management and coordination of overall development and implementation processes regarding Human Resources function.
- Ensure compliance with multi-state employment laws, including applicable requirements and regulations.
- Assist with development and implementation of sourcing strategies to include employee referrals, social media, career fairs, and networking events.
- Develop and maintain professional relationships with various Human Resources consultants and vendors.
- Research, review, and revise company policies accordingly.
- Assist with coordination of training and development programs.

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- Review and compile information pertaining to benefits and eligibility including open enrollment and coordination of benefit communications.
- Provide compensation analysis and recommendations regarding promotions, transfers, and yearly evaluations.
- Maintain accurate Human Resources records, files, and reports.
- Coordinate yearly performance evaluation timelines and associated deadlines.
- Maintain positive working relationships with employees and management.
- Respond and provide timely resolutions to employee inquiries and concerns.
- Provide guidance to supervisors regarding employee relations issues and best practices.
- Manage employee concerns as required.
- Collaborate with various program areas regarding initiatives pertaining to staff professional development.
- Maintain confidentiality of sensitive data and company information.
- Frequent travel to First Nations' offices (2-3 times/month).

Job duties listed are not intended to be all-inclusive; Employee may be required to perform other job-related duties as assigned.

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## EDUCATION AND EXPERIENCE

### *Minimum Requirements*

- Bachelor's degree in Business Administration, Human Resources, or related field
- Five years of experience in Human Resources
- SHRM or HRCI certification
- Experience working in an American Indian, Alaska Native and/or Native Hawaiian community
- Must successfully pass a background check

### *Preferred Requirements*

- Master's degree in Human Resources or related field
- Experience and knowledge regarding nonprofit organizations and best practices
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)
- Demonstrated experience working with diverse cultures/audiences

## KNOWLEDGE AND SKILL REQUIREMENTS

- Adaptable to learning new software and databases
- Ability to travel frequently to various First Nations offices and to remote employee offices as needed

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- Excellent customer service and communication skills including written, verbal, and active listening
- Effective in working with people at all levels of experience/proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects to meet deadlines
- Strong analytical and problem-solving skills

### MEASURES OF SUCCESS

1. Maintains up-to-date and accurate Human Resources records
2. Generates timely and accurate Human Resources reports
3. Provides staff with timely and applicable Human Resources information, resources, and forms
4. Maintains compliance with all regulations, including First Nations' standards, policies, and procedures
5. Demonstrates teamwork and collaboration with all colleagues
6. Provides consistent and clear performance management instructions to all supervisors
7. Communicates and interacts effectively with leadership, staff, and vendors

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Prolonged periods of time sitting at a desk and working on a computer
- Moderate noise consistent with general office environment
- Talk, see, and hear to interact with employees and other individuals on a frequent basis
- Occasional walking, bending, kneeling, stooping, and crawling
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion
- Availability to travel occasionally (generally twice a month)
- Work in the office 4 days per week

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### EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

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The salary range for this position is \$73,600 to \$105,900 annually.

Starting salary is dependent on skills and experience.

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### TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#). You will be asked to upload your cover letter, resume, and three references in the job application.
- Requests for reasonable accommodation may be directed to First Nations' Human Resources department.

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

**First Nations Development Institute is an Equal Opportunity Employer.**