



Job Posting: Human Resources Associate

To apply, fill out the form at <https://tribalcleanenergy.libwizard.com/f/employment-app>

ABOUT THE ALLIANCE

The Alliance for Tribal Energy is an Indigenous-led 501(c)(3) nonprofit capacity-building organization supporting the self-determined efforts of Native American tribes to access and deploy federal and other funding streams to build and transition to regenerative clean energy systems as a means to mitigate climate change, diminish poverty, and create thriving economies while protecting Mother Earth for future generations.

Founded in 2016 by a woman of Native American and European descent, the Alliance is focused on empowering underrepresented talent across all identities. The Alliance is an equal opportunity employer and welcomes all qualified applicants regardless of race, ethnicity, religion, gender, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law. We are a diverse team of amazing Native and non-Native human beings who actively work to create an inclusive environment where all our employees can thrive in an environment free from judgment and harassment. An equal-opportunity employer, the Alliance consists of a diverse team committed to mitigating bias and lifting barriers. We recognize that diverse experiences, perspectives, and backgrounds enable us to be a stronger company and workplace. Not only will you be welcome here, your unique thoughts and opinions will be encouraged, celebrated, and deeply valued.

Our team values a diverse workplace and strongly encourages Indigenous women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

POSITION DESCRIPTION

Reporting to the President & CEO, the **Human Resources Associate** serves a crucial role in supporting the organization's mission by coordinating the recruitment and onboarding of new

Alliance employees, the maintenance of employee records, and facilitating the overall organizational well-being of Alliance staff.

Key Responsibilities Include:

Recruitment and Selection:

- Posting job openings
- Screening resumes
- Scheduling interviews
- Conducting initial interviews
- Coordinating with hiring managers

Onboarding and Orientation:

- Facilitating new employee orientation
- Assisting the COO and Director of Information Resources with paperwork and documentation
- Setting up new employee files
- Maintaining employee records and databases
- Providing information on company policies and benefits

Payroll Support:

- Assisting with payroll processing
- Verifying timekeeping records
- Addressing payroll inquiries

Employee Relations:

- Handling employee inquiries and concerns
- Assisting with conflict resolution
- Conducting exit interviews

Performance Management:

- Assisting with performance appraisal processes
- Providing support for employee development plans
- Monitoring employee performance evaluations
- Maintaining performance management systems

Benefits Administration:

- Assisting employees with benefits enrollment
- Coordinating with benefits providers
- Managing leave requests and absences

Training and Development:

- Coordinating training sessions and workshops
- Maintaining training records
- Assisting with the development of training materials
- Evaluating training effectiveness

Compliance:

- Ensuring compliance with labor laws and regulations
- Assisting with audits and inspections
- Maintaining knowledge of legal requirements
- Updating HR policies and procedures as needed

HR Administration:

- Assisting with HR projects and initiatives
- Generating HR reports and analytics
- Maintaining HR documentation and files
- Handling general administrative tasks related to HR

Other duties as assigned

Qualifications

- Proven experience in Human Resources, preferably for a Native American Tribe, Tribal Organization, or Indigenous non-profit setting..
- Experience working in a Google Workspace cloud environment.
- Strong attention to detail, organizational skills, and excellent analytical and problem-solving abilities.
- Experience working within Native American/Indigenous communities is highly desirable.
- This is a fully remote position. Occasional domestic travel may be required.
- Preference will be given to candidates with experience living or working in tribal communities in the United States.

Required Application Materials:

- A cover letter detailing qualifications for this position.
- A current curriculum vitae or resume.
- Name and contact information for three professional references.

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Questions, email library@tribalcleanenergy.org