



Cowlitz Indian Tribe **HR DIRECTOR** *Recruitment Announcement*

About the Cowlitz Indian Tribe

Cowlitz villages once dotted rivers that flowed into, what is now called the Columbia watershed. Prior to contact, the different areas were so expansive that different languages developed as the tribal world became more populous. Constant intermarriages between near and distant villages ensured a steady flow of language interchange.

The Cowlitz were denied recognition in 1923 by President Calvin Coolidge, who feared acknowledgment would require reparations for a vast amount of land taken from the tribe and given to White settlers. Federal recognition was finally awarded in 2000 and upheld after two years in appeals. When the Federal Government recognized the tribe officially in 2000, the Tribe thought of it as belated acknowledgement of a cohesive culture spanning centuries.

The Cowlitz Indian Tribe's organizational mission is to serve the Cowlitz people and its future generations, and as employees, we seek ways to enjoy and engage in working together.

Today the Cowlitz Indian Tribe is a growing force in what are now Clark, Cowlitz, Lewis and parts of Pierce, Skamania, and Wahkiakum counties. The Tribe currently has approximately 400 employees and an elected Tribal Council is composed of 22 professionals that strives to manage growing tribal government. Various Boards and Committees also make strong efforts to share knowledge and provide valuable insight to programs within the tribe, making the Cowlitz Indian Tribe a truly collaborative work environment.



About the Position

The Human Resources Department contributes to the Tribe's organizational effectiveness by providing human resources services which enhance the ability of individuals and divisions to do their jobs while providing the best possible services to the community.

The Human Resources Director reports to the Tribal Manager and leads a department of seven professional staff. The HR Director has responsibility for administration of human resources functions to include: workforce planning; talent management; classification and compensation, employee engagement and recognition; leave and benefit administration; payroll; risk and safety; employee relations; performance management; organizational development and training; and records management.



The Ideal Candidate

The Cowlitz Indian Tribe is seeking a credible, unifying, equity-centered human resources leader who is deeply committed to the success of the Tribe, is a strategic big-picture thinker, and will be able to establish the Tribe to be an employer of choice, responsive to the workforce demands of the future.

The next HR Director will bring a high degree of humility and self-awareness to the role and will have the ability to think creatively to solve problems so that HR services are effective and efficient for all employees. The successful candidate will have the proven ability to lead through ambiguity and be called on to deliver in a complex environment and will be a strong and efficient collaborator who understands how to maintain key relationships when it's not possible to satisfy all parties.

As a problem solver with excellent communication abilities, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, the Tribal Manager and Tribal Council. The successful candidate will be solutions-oriented, have strong political acumen, and have the ability to adapt to changing and competing priorities.

In addition, the ideal candidate will bring the following:

- Deep commitment to intersectionality-centered equity and an ability to engage with diverse staff and leadership to promote collaboration and partnership across departments and levels of leadership. Unwavering commitment to cultivating a work culture of safety, trust and belonging.
- Broad experience in the disciplines of human resources. This includes experience with advising leaders in HR policy and practice, workforce planning, organizational development, benefits, wellness, and employment law and total compensation.
- Commitment to transparency and open communication to keep people informed. The HR Director should be highly visible within the organization, proactively communicating with other departments. Verbal and written communications are essential to success.
- Customer focused approach. The HR Director must bring a commitment to customer service and expectations of efficiency and responsiveness. The HR Department must serve as a collaborative partner with departments, working seamlessly to support Tribal operations and the achievement of the Tribe's goals.
- Innovative strategic thinking and problem solving. This role requires applying advanced management principles in a complex tribal government organization.

**Desirable Qualifications**

A Bachelor's degree and at least five years of management experience leading a professional HR team overseeing the full array of HR services or any combination of experience and education which would clearly indicate the ability to perform this role. An advanced degree and SHRM or THRP certification are a plus.

Experience working for a Tribal Organization and knowledge of Tribal laws, rules, policies, and procedures is desirable.

In addition, candidates should bring the following:

- Strong organizational management and leadership skills, with the ability to mentor and develop staff.
- An understanding of Indian self-governance and Tribal Sovereignty.
- Management level supervisory experience with an initiative-taking approach to providing internal customer service.
- Proven leadership skills, including team-building, consensus building and conflict resolution and the ability to motivate and inspire performance in senior management.
- Unquestionable integrity and character; will do what's right for the Cowlitz Indian Tribe.
- Ability to be flexible, respectful, and effective while working with others from diverse backgrounds.
- A thoughtful decision-maker who values both people and process.
- High energy level and strong work ethic.

APPLICATION PROCESS

*Persons interested in this position must submit a cover letter and a current resume. ***If you are an American Indian/Alaska Native and/or a Veteran and would like this to be considered for hiring, please note this on your cover letter and/or resume****

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials as soon as possible but no later than April 30th, 2024 by visiting www.karrasconsulting.net and clicking on “view open positions.”

The annual salary range for this position is \$168,206.95 to \$252,310.42. Salary is determined based on internal and market equity and the applicant’s job-related knowledge, skills, and experience. Previous applicants need not reapply.

When you work for the Cowlitz Indian Tribe you will benefit from a competitive compensation package that focuses on spending time outside of work, with family and friends. The Tribe offers separate sick and vacation accruals, comp-time, 15 paid holidays a year, plus an additional paid cultural day, where you and your family can learn more about the culture and people we are working tirelessly to preserve and uplift. Many of the medical plans offered to full-time employees require no premiums from the employee. Employees can also expect fair wages with opportunities for increases annually.

The Cowlitz Indian Tribe is an equal opportunity employer. Persons needing this announcement in an alternative format or assistance in the application process please email marissa@karrasconsulting.net.

