



Your career awaits!

Eastern Aleutian Tribes is seeking qualified applicants for a **Human Resources Generalist**.

Working together to promote healthy communities

Working collaboratively with a dynamic team, the **Human Resources Generalist** performs the full host of HR responsibilities. With over eight sites throughout the region and a very diverse workforce, this is no small feat! The job demands someone who understands Human Resources laws, practices and protocols and who is well organized, pro-active, and disciplined to stay on top of multiple issues and priorities. The incumbent needs to be adaptable and objective enough to identify new, pragmatic solutions to day-to-day challenges while adhering to employment law and internal policies. Finally, the incumbent must build and maintain positive relationships while actively and respectfully listening, communicating and executing realistic protocols for the organization, its employees and other stakeholders.

The incumbent works on a small team and everyone shares in the work; that being said, he/she will provide back-up accordingly. The willingness to accommodate, learn new things and seek opportunities to help others are critical competencies for success.

Join us!

This is a **full-time position** located in **Anchorage**.

EAT is determined to find an experienced and competent HR professional. As such, to compete for this position, candidates must possess:

- A Bachelor's Degree in Human Resources, Communication, Adult Learning, Organizational Psychology, or similar field. Additional experience described below can substitute for the degree requirement on a year for year basis.
- Three (3) years of experience performing Human Resources duties at a para-professional level.
- Experience in health care organizations is preferred.
- Experience with multiple-site staffing is preferred.

For more information, contact Human Resources, (907) 564-2506. Candidates must submit a completed employment application found on EAT's Careers Page, www.eatribes.org/careers.

Pursuant to PL 93-638, as amended, preference will be given to qualified Alaska Natives, American Indians and/or Eastern Aleutian Tribal Members in all phases of employment.