Position: Training & Development Coordinator

Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awánwichayaŋka Òíňhačhaŋ
personnel@standingrock.org

Salary Range: ($20.66-$25.83) + Annual & Sick Leave

Opening Date: March 09, 2021
Closing Date: March 23, 2021

Scope of Position:
The Training and Development Coordinator is responsible to implement training initiatives to enhance employee professional development and improve productivity through identification of suitable training tracks and solutions for the organization.

Supervision:
The Training & Development Coordinator will work under the supervision of the Senior Human Resource Senior Manager, who will provide guidance, direction and conduct performance evaluations.

Duties and Responsibilities:
1. Actively search, creatively design and implement effective methods to educate, enhance and recognize employee performance.
2. Collect, analyze and maintain data gathered to inform targeted leadership development (e.g., succession planning)
3. Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation instruments. Develop assessment tool to identify training and development factors and necessities.
4. Ensure that organization-wide talent management and PM initiatives are focused and aligned on improving operational and program efficiencies and effectiveness. Conducts annual training and development needs assessment across all facets of the organization.
5. Develops training and development programs and objectives.
6. Assist in the development of the departmental budget in regards to the training and development component.
7. Obtains and/or develops effective training materials utilizing a variety of media.
8. Conducts and facilitates the training and coaching of managers, supervisors and others involved in employee training and development efforts.
9. Plans, organizes, facilitates and orders supplies for employee development and training events.
10. Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
11. Conducts follow-up analyses of all completed training to evaluate and measure results.
12. Modifies individual training tracks and programs as needed.
13. Incorporates the desired culture and values of the organization.

Níktíč’ičhiyapi ki Wówašečhuŋpi Un patítaŋpi
“Promoting Self-Sufficiency through Employment”
14. Promotes collaboration with other members of management and the HR staff.
15. Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
16. Identifies and incorporates best practices and lessons learned into program plans.
17. Designs and develops HR training programs for management and employees.
18. Develops learning activities, audio-visual materials, instructor guides and lesson plans.
22. Consults with management on performance, organizational and leadership matters.
   Conducts needs assessments to determine measures
23. Conducts performance-based measurement assessments for objective evaluation of instructional programs.
24. Prepares training status reports, exhibits, communications and training desk procedures as required.

QUALIFICATIONS:
1. Bachelor's degree in Business Administration, Management, Human Resources or relevant field with five (5) years of experience designing and implementing employee training and development programs.
2. Strong computer skills with working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) applications.
3. Proficient with the operation of standard office equipment (copy, fax, scanners, telephone).
4. Effective knowledge of protection of confidential and sensitive (hard copy and electronic) records.
5. Strong verbal and written communication skills and request clarification when needed.
6. Excellent customer service skills; maintain tact, courtesy, composure and flexibility when dealing with a variety of situations and personalities.
7. Pass a background and employment security check.
8. Possess and maintain valid driver's license and meet insurability requirements.

JOB REQUIREMENTS;
1. Demonstrate thorough understanding laws and, personnel policies and procedures, Title XVIII – Tribal Employees, HR records management, Title XXVII – Code of Ethics
2. Ability to obtain Tribal Human Resource Professional (THRP) or other relevant Human Resource Credential.
3. Demonstrate the knowledge and understanding of the importance of protection and preservation of sensitive and confidential investigative matters and records.
4. Ability to promote self-motivation and independence with ability to complete tasks with minimal supervision.
5. Ability to serve as a coach and mentor for other positions in the department.
6. Demonstrate effective knowledge of a variety of multimedia training platforms and methods.
7. Ability to evaluate and research training options and alternatives.
8. Ability to design and implement effective training and development programs and tracks.
9. Demonstrate strong work ethic; adhere to all professional and ethical behavioral standards.
10. Demonstrate effective organizational skills with special attention to detail with ability to operate under pressure and stress.
11. Demonstrate resourcefulness and flexibility and adapt to changing situations and timelines.
12. Ability to effectively communicate in a clear and concise manner with consideration of cultural awareness and sensitivity on different levels, depending upon the audience.
13. Ability to uphold all principles of confidentiality to the fullest extent and will be required to sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to employment information.
14. Demonstrate excellent time management skills
15. Demonstrate effective knowledge of office management functions (typing, filing, scanning, printing, copying and telephone).
16. Prolonged periods sitting at a desk and working on a computer.
17. Must be able to lift up to 15 pounds at a time.

NOTICE:
SELECTED CANDIDATE(S) FOR THE STANDING ROCK SIOUX TRIBE POSITIONS IS SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the Tribal Service Center in Fort Yates, ND.

APPLICATIONS:
Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.