

Korczak's Heritage, Inc.  
Position Announcement  
Human Resources Assistant

Korczak's Heritage, Inc. at Crazy Horse Memorial Foundation® in the Black Hills of South Dakota seeks a motivated, highly organized, experienced Human Resources Assistant to provide guidance and assistance across a broad range of Human Resources categories. The HR Assistant is responsible for assisting the HR Director with Human Resources functions while working collaboratively with staff and managers in the priority areas of talent acquisition of both seasonal and year-round staff, employee relations, and building a positive culture, motivating performance, policy interpretation, and ensuring compliance.

The Human Resource Assistant reports to the Human Resources Director and works closely with the Officers of Korczak's Heritage, Inc. and departmental leaders for the organization. This is a shared professional position between Korczak's Heritage, Inc. and Crazy Horse Memorial Foundation® with Korczak's Heritage Inc. serving as the primary employer.

A High School Diploma or equivalent is required, along with three (3) to five (5) years of Human Resources Experience. Broad knowledge of major human resources functional areas, and knowledge of federal and state employment laws and regulations. Exceptional oral and written communication skills are required with the ability to prepare clear and concise reports. The successful candidate will have strong analytical, critical thinking, problem solving, judgement, negotiation, organizational, and influential skills. Must be proficient in the use of Word, Excel, and Power Point. Experience in maintaining a digital HRIS system helpful.

Applicants may apply on line at <https://crazyhorsememorial.org/dream/employment/open-positions/> or submit a cover letter describing their interest in the position and how they meet the qualifications, a resume, and three professional references to [hr@crazyhorse.org](mailto:hr@crazyhorse.org) or email them to:

Megan Sams, Human Resources Director  
[megan.sams@crazyhorse.org](mailto:megan.sams@crazyhorse.org)

Crazy Horse Memorial Foundation and Korczak's Heritage Inc.  
12151 Avenue of the Chiefs  
Crazy Horse, South Dakota 57730

The position will be open until filled.