



ABOUT PREVENT BLINDNESS

Founded in 1908, Prevent Blindness is the nation's leading not-for-profit, voluntary eye health and safety organization dedicated to fighting blindness and saving sight. Focused on promoting a continuum of vision care through all life stages, Prevent Blindness touches the lives of millions of people each year by promoting eye health, safety, early detection and treatment. As we continue our sight saving mission into the next 100 years, we are fulfilling our vision of prevention through focused attention on our core public health competencies of early detection, patient support, systems enhancement, public policy, research, public awareness, and health education.

THE ROLE

The Manager, Administrative Services role administers Human Resource functions for the National Office and Prevent Blindness Affiliates. This position reports to the Chief Financial Officer and works with a team of financial and administrative professionals. This position also provides office management duties and other administrative duties related to supporting the needs of a not-for-profit organization.

RESPONSIBILITIES

- Administers Human Resource functions for the National Office and Affiliates
- Coordinates wage & salary administration for the National Office
- Provides the administration for Health and Welfare insurance plans, business insurance policies, 403(b) Plan and other essential employee benefit policies
- Coordinates and conducts recruitment process
- Oversees office management and other related duties
- Coordinates and prepares various state, federal and regulatory insurance reporting

IDEAL EXPERIENCE AND CHARACTERISTICS

- Undergraduate degree in business or related field or equivalent experience
- Minimum 3 years' experience in a HR-related position
- Experience with payroll processing (ADP workforce preferred) and human resources information systems
- Experience managing employee benefit plans and 401k/403b retirement plans
- Accounting experience preferred
- Mastery of Microsoft Office Suite programs
- Ability to maintain strict confidentiality
- Ability to distinguish what is significant, and to set priorities
- Ability to carry on simultaneously a variety of programs and activities
- Excellent oral and written communication skills

WORK ENVIRONMENT

- This is a 30-hour a week position with full benefits based in Chicago
- The Prevent Blindness staff is primarily working remotely and taking all necessary precautions due to COVID-19. However, there are essential functions with this role that require working at the Chicago location two times a month during this time
- While performing duties of this job, the employee is regularly required to talk or hear and use hands to operate office equipment such as computers, phones, calculators, photocopiers, scanners and filing cabinets and must have the ability to sit for long periods of time.
- The workplace is a smoke-free and drug-free environment

COMPENSATION

Prevent Blindness offers a competitive salary commensurate with experience and excellent employee benefits.

Please send resume and cover letter with your salary requirements to khartman@preventblindness.org. No phone calls, please.