



ABOUT PREVENT BLINDNESS

Founded in 1908, Prevent Blindness is the nation's leading non-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, Human Resources & Administration 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 non-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 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)
- 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 37.5-hours a week position with full benefits based in downtown Chicago. (A 30-hours a week with full benefits is also an option for those looking for more flexibility.)
- This is a hybrid position with some days in-office and the option for some days remote.
- 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

Commensurate with experience. Excellent employee benefits.

Please send resume and cover letter to Cathy Busch at cbusch@preventblindness.org. No phone calls, please.