



JOB DESCRIPTION – People & Operations Manager

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

The People & Operations Manager will oversee the day-to-day operations of EverThrive IL and manage human resources functions including recruitment, onboarding, compliance, and employee engagement. The Manager will report to the Deputy Director of Operations and Finance.

RESPONSIBILITIES

Operations Management

- Oversee office operations, including vendor relationships, supplies, IT coordination, organization mail/email, and facilities management
- Administer and troubleshoot internal tech tools and systems and manage requests for IT Consultant
- Manage general office functions including incoming mail, office supplies, overall appearance and orderliness of the office, and main phone line
- Oversee and improve organizational processes, systems, and tools to enhance efficiency
- Assist with Operations budget tracking and expense reconciliation in collaboration with finance staff or contractors
- Ensure organizational compliance with insurance, business licenses, and nonprofit regulations
- Manage logistics of staff retreats, activities, and trainings
- Responsible for maintaining records according to the documentation retention policy
- Compile and maintain administrative documentation for independent contractors
- Support future office relocation
- Other operational duties as needed

People Operations/Human Resources

- Support the full employee lifecycle, including recruitment, onboarding, performance management, and offboarding
- Assist the Deputy Director of Operations in maintaining HR policies, procedures, and employee handbook; ensure compliance with federal, state, and local employment laws
- Coordinate payroll and benefits administration in collaboration with external vendors or service providers
- Support staff engagement activities, staff recognition, and coordinate training as needed
- Foster a positive and inclusive workplace culture
- Serve as a point of contact for employee concerns and conflict resolution

Talents and Competencies

- Displays original thinking, creativity, and resourcefulness
- Shows initiative and accountability

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- Reacts well under pressure
- Exhibits good listening and comprehension; asks for clarification, when necessary
- Manages project logistics and activities, and communicates changes and progress
- Resolves problems in early stages
- Manages competing demands
- Discreet with confidential information, whether personal or professional

Job Requirements and Qualifications

- A Bachelor's degree in Business Administration, Human Resources, Nonprofit Management with 3 years of relevant experience, or, in lieu of a degree, at least 5 years of experience in operations and/or HR, preferably in a nonprofit setting
- Strong knowledge of HR best practices and employment law
- Experience with office relocation processes preferred
- Excellent organizational, communication, and interpersonal skills
- Interest and commitment to organization mission and values
- Ability to work independently, manage multiple priorities, and adapt in a dynamic environment
- Familiarity with Microsoft Office
- Experience coordinating, planning and managing projects
- Excellent verbal and written communication
- Interest in and commitment to performing essential administrative duties and creating effective administrative systems
- Ability to lift and carry 30 pounds

EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$60,000 - \$65,000 based on experience and qualifications.**

Comprehensive health and disability insurance, a retirement plan, and generous paid time off are provided including the week of July Fourth and the business days between Christmas and New Years. This is a hybrid position but will require residence in the Chicagoland area based on the duties of this role. The EverThrive Illinois office is located in the Chicago South Loop, and an in-office schedule will be set with the Deputy Director of Operations and Finance. [Learn more about our organizational culture and benefits here.](#)

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Application for People & Operations Manager. No phone calls please.

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