



Human Resources Manager

Springfield, Illinois

Compass for Kids empowers underserved children and families through academic and social-emotional support programs that foster confidence, resilience, and long-term success. Since 2011, we have grown from a single-church initiative to an independent not-for-profit serving underserved students across Springfield Public Schools - District 186 with programs such as Club Compass and Camp Compass.

Every dollar raised and every story told helps ensure that all children in our community experience success and reach their full potential. Learn more at compassforkids.org.

Why Join Our Team?

If you're a people-focused, mission-driven HR professional who wants to shape culture, support staff development, and build strong organizational foundations, this position offers the perfect blend of purpose, autonomy, and leadership. At Compass for Kids, you will enjoy:

Meaningful Work & Visible Impact

- Your leadership directly fuels programs that transform the lives of hundreds of children each year.
- You'll help expand a mission that fills critical gaps in our community.

Creativity, Autonomy & Professional Growth

- Opportunities to build new approaches
- Professional development opportunities (conferences, training, certifications)

Collaborative, Small Team Environment

- Working closely with Leadership (CEO, COO)
- Small team of approximately 15 employees

Position Summary

The Manager of Human Resources leads the daily HR operations of Compass for Kids, including recruitment, hiring, onboarding, employee relations, training and development, compliance, compensation and benefits administration, and HR systems.

This role is ideal for a relationship-oriented professional who excels at balancing people needs with organizational policies and strategic goals.

You will shape the employee experience, support a healthy and inclusive workplace, and ensure that HR practices align with our mission and values.

Reports to: Chief Operating Officer



Key Responsibilities

Talent Management

- Lead recruitment, hiring, onboarding, and offboarding for year-round and seasonal positions
- Maintain and update job descriptions
- Oversee performance management and annual evaluations
- Support supervisors in building strong, high-performing teams

Employee Relations, Training, & Development

- Foster a positive, inclusive, mission-driven workplace culture
- Design and coordinate employee development
- Lead Diversity, Equity & Inclusion (DEI) initiatives
- Provide guidance and/or coaching on employee relations issues
- Mediate workplace conflicts when needed
- Coordinate staff recognition programs (anniversaries, birthdays, milestones)

Policy, Compliance, & Risk Management

- Develop, update, and enforce HR policies, SOPs, and the Employee Handbook
- Ensure compliance with federal, state, and local employment laws
- Convene and support ad hoc Risk Management Committee activities

Compensation & Benefits

- Conduct compensation and salary benchmarking
- Administer employee benefits and serve as liaison with benefits providers
- Maintain PTO records and benefit documentation

HR Operations & Administration

- Maintain accurate employee records and compliance documentation
- Process background and motor vehicle checks
- Coordinate payroll with the Finance team
- Manage HR systems and personnel files
- Track mandatory trainings and certifications
- Work with the Program Team to support and enhance volunteer processes and procedures.

Technology, Equipment, & Property

- Manage inventory of organization-owned equipment (laptops, keys, phones)
- Ensure consistency in technology setup (software, antivirus, devices)
- Order business cards and name tags for new staff

General

- Uphold and model organizational values and policies
- Support strategic plan goals
- Contribute to a positive, collaborative, organizational culture



- Represent Compass for Kids at community and/or networking events
- Other duties as assigned

Qualifications

Skills & Strengths

- Effective, peaceful conflict resolution abilities
- Excellent written and verbal communication, including negotiation skills
- Strong relationship-building and interpersonal skills
- High attention to detail and strong organizational abilities
- Ability to manage competing priorities and deadlines
- Positive approach to handling stress
- Independent, proactive, self-starter
- Team-oriented with flexibility and adaptability
- Strong computer skills (Microsoft Office, Google Suite, HR systems, etc.)

Requirements

- Bachelor's degree in Human Resources or related field
- Minimum three years HR experience (required)
- Not-for-profit experience (preferred)
- Supervisory experience (required)
- SHRM-CP or PHR preferred; must be obtained within one year of hire if not already certified. Compass for Kids will pay for the certification.
- Valid driver's license, reliable transportation, and insurance
- Ability to pass a background check and motor vehicle check

Compensation & Benefits

Pay Range: \$50,000–\$60,000 per year, depending on experience and education

Status: Full-time, exempt

Benefits include:

- Paid Time Off (PTO)
- 13+ Paid Holidays, including the week off between Christmas Eve and New Year's Day
- Health Insurance, Dental Insurance, Vision Insurance, and Life Insurance
- Flexible Spending Account (FSA) for Medical & Dependent Care Expenses
- Short- and Long-Term Disability Coverage
- Simple IRA Retirement Plan
- Professional development opportunities
- Supportive, mission-driven team culture

To Apply

Submit an application at <https://form.jotform.com/260986324625060>



Contact

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