



## Join us!

Do you want to make an impact in the lives of children, schools, families, and communities? At AFHK, we believe the health of our team fuels the health of our mission. As **Senior Manager of Human Resources**, you'll guide HR strategy and day-to-day operations, shape meaningful policies, and foster a culture where people feel supported and empowered.

If you're ready to lead with clarity and compassion - helping our team thrive while driving purpose-driven results - we'd love to have you on board.

## About Us

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers - teachers, students, moms, dads, school wellness experts, and more - from within the ranks of our 140,000+ constituency to create healthful school changes. We are committed to impacting holistic changes, focusing on serving students from under-resourced communities.

To learn more, please visit us at [www.ActionforHealthyKids.org](http://www.ActionforHealthyKids.org).

## What You'll Do & Work Structure

AFHK is seeking a skilled and thoughtful **Human Resources Manager** to lead and evolve our HR operations, policies, and team experience. In this strategic role, you'll oversee everything from recruitment and benefits to performance management and employee relations, serving as a trusted resource for staff and leadership alike.

- Manage HR policies and compliance across local and federal regulations
- Lead recruitment, onboarding, payroll, and benefits administration
- Support employee development, engagement, and performance management cycles
- Provide guidance on employee relations, coaching managers through sensitive issues with care and professionalism
- Maintain and optimize HR systems, records, and vendor relationships
- Collaborate with leadership to improve workplace culture and employee satisfaction
- Ensure strategic alignment of compensation structures, policies, and team goals
- Monitor industry trends and legal updates to keep AFHK HR practices current and effective

### *Work Structure & Environment*

- Full-time, exempt position
- Hybrid role – on-site and remote in Chicagoland
- Standard business hours (Monday–Friday) with flexibility as needed to collaborate across time zones

### *Physical Demands*

- Primarily desk-based with extended seated work
- Regular computer use and virtual meetings
- Light items typically handled (e.g., notebooks, reports, small equipment)

### *Travel*

- Occasional travel for conferences, team gatherings, or key events

### **What You'll Bring to the Role**

- Bachelor's degree (or equivalent experience) and **5+ years in nonprofit HR leadership**
- Experience with labor relations, recruitment, and payroll/benefits administration
- Strong knowledge of HRIS, ATS, and payroll systems (Insperity/iSolved a plus)
- Skilled in coaching, communication, and problem-solving across teams
- Confident leading HR strategy while staying hands-on with operations
- Ability to thrive independently and collaboratively in a remote/hybrid environment
- HR certification preferred
- Chicago applicants preferred

### **What You'll Gain at AFHK**

- Competitive salary: \$80,000 - \$100,000 annually
- 403(b) retirement plan with employer match
- Comprehensive benefits: Medical (with employer contribution), HSA, FSA, dental, vision
- Additional coverage: Life, disability, AD&D, accident & critical care insurance
- Employee Assistance Program (EAP)
- Transit & parking discounts (Chicago only)
- Generous time off: Flexible PTO, paid parental leave, holiday closures
- Annual stipends: Wellness, Connectivity, Home Office Setup
- Professional development support

**Equal Opportunity:** Action for Healthy Kids is committed to fair and inclusive hiring practices. We welcome applications from individuals of all backgrounds and provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, or other protected status under applicable law.

**Work Authorization:** Applicants must be legally authorized to work in the United States. We are unable to sponsor employment visas for this role.

**Employment Terms:** This role is offered as an at-will position, meaning employment may be terminated by either the employee or employer at any time, with or without cause or notice, subject to applicable laws.