



PEOPLE AND CULTURE MANAGER

JOB TITLE	People and Culture Manager
DEPARTMENT	Administration
REPORTS TO	Operations Director
FLSA STATUS	Exempt
UNION STATUS	Non-Bargaining Position

About LCBH

Law Center for Better Housing, LCBH, brings diverse voices and perspectives to the provision of free legal and supportive services to improve housing stability for lower income renters, while advocating for the rights of all renters until everyone in Chicago has a safe, decent, and affordable place to call home. For over 40 years LCBH has served Chicago renters living in private rental housing who are facing unjust evictions or living in substandard housing. Through its analysis of eviction data, LCBH recognizes that eviction is a matter of fair housing and works to bring racial justice to eviction court.

Job Description

LCBH is hiring a People and Culture Manager to serve as a critical member of our administrative team. This role will help plan, coordinate, and direct the needs for our 42 person staff to build an inclusive and progressive place to work. This role is dedicated to advance our human resource initiatives, promoting diversity and inclusion, and advancing equitable practices internally. The Manager will help solidify our human resource practices, drive employee engagement, and foster high performance.

Remote Work

LCBH staff work in a hybrid environment. Staff may choose to work outside of the office or from our Chicago loop office. Attendance for in-person work may be required on occasion. LCBH will consider applicants who want to work remotely now but plan to relocate to Chicago soon. Staff need internet connections to work remotely. LCBH provides a monthly remote work stipend.

Duties and Responsibilities

The People and Culture Manager, in conjunction with the operations director, ensures the organization runs smoothly, creates positive employee relationships and ensures a safe and well supported work environment. Duties for this position include:

- Manage staffing process, including recruiting, interviewing, hiring, and onboarding.
- Ensure that job descriptions are current and compliant with local, state, and federal regulations.
- Support performance management efforts to boost employee engagement and productivity.
- Ensure all organizational HR policies are applied consistently.
- Maintain channels of communication with all staff regarding diversity, equity, inclusion and belonging (DEIB) efforts, organizational culture, and relevant updates.
- Collaborate with the communications team to ensure consistency in internal and external messaging regarding the organization's values and culture.
- Collaborate with senior leadership and our DEIB committees to set and implement DEIB strategies and goals.
- Facilitate cooperation and communications with the National Organization of Legal Services Workers (UAW-Local 2320) representing certain LCBH staff members and the labor relations committee regarding human resources matters, gathering, collecting, and maintaining documents and records required for contract and policy development, investigations, and negotiations.
- Collaborate with our professional employment organization (PEO) vendor to maintain HR policies and practices that comply with state and federal regulations, the collective bargaining agreement, and particularly in relation to equity and anti-discrimination.
- Lead the exit interview and data collection process.

Qualifications

- Bachelor's degree in human resources, business, or related field. One or more years of Human Resources experience OR 5 or more years of related Human Resources experience without a degree.
- Three or more years' experience in non-profit sector
- Experience working with unions and collective bargaining agreements.
- Three or more years working with diversity, equity, inclusion, and anti-racism organizationally.

Compensation and Benefits

The salary range for this role is \$62,000 to \$72,000 annually. LCBH offers a benefits package that includes medical, dental/vision, 401k retirement plan, and approximately 19 paid holidays.

Application Process

To apply please send your resume, writing sample, and a thoughtful cover letter to jobs@lcbh.org. Please include “People and Culture Manager” in the subject line.

Affirmatively Furthering Equal Employment

LCBH strongly encourages applications from people of color, immigrants, women, older people, persons living with disabilities, members of the LGBTQ community, people with lived experience of poverty or racism, and people from underrepresented and historically marginalized groups.