



## **Office Manager**

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### **All staff support the mission of Restore Justice:**

Our mission is to advocate for fairness, humanity, and compassion throughout the Illinois criminal justice system, primarily focusing on people convicted to extreme sentences in their youth or young adulthood and their families. We create and support policies that allow those who are rehabilitated to go home, and that ensure the families of incarcerated individuals and victims have opportunities for justice. We engage currently incarcerated individuals and their families, formerly incarcerated people, victims and their families, and concerned Illinoisans in advocacy and service in the criminal legal system.

### **Position Summary**

The Office Manager is a critical role that helps us anchor our ambitious fundraising, advocacy, outreach, and communications work with strong administrative practices and systems. While we are open to many types of candidates, we prefer to add a team member who is seriously Type-A and has experience in both developing and implementing administrative systems. The Officer Manager supports the Managing Director and Executive Director with routine operations, finance, board, and donor relations processes and activities; over time, the scope of this work may expand or contract based on the person's capacity and interest.

Because we are a small shop, each staff member at Restore Justice must be comfortable working outside the lines, punching above their weight, and generally laughing their way through the occasional tedious task.

We prioritize collaboration with people directly affected by the criminal legal system (including people currently and formerly incarcerated, lawyers, family members, and a wide and diverse cast of supporting characters). Everyone who is involved with Restore Justice needs to be able to draw deeply from their personal wells of compassion, versatility, tenacity, and patience.

### **Core Areas of Work**

The primary tasks involved in this position are:

#### Operations and Finance

- Paying bills, depositing donations, and maintaining appropriate documentation of both for the bookkeeper.
- Overseeing the compiling of monthly credit card reports to submit to the bookkeeper.



- Managing a “tickler file” of filings, proposals, and reports deadlines and ensuring relevant staff and board are aware of upcoming deadlines.
- Supporting event and other marketing efforts (for example, handling event registrations).
- Maintaining monthly staff time tracker.

#### Human Resources

- Work with payroll and benefits service providers to keep employee records up to date; educate current employees on any benefits changes and new hires on all benefits.
- Run bi-monthly payroll.
- Pay and maintain records (W-9; 1099 information) for all contract workers.
- Work with HR consultant to ensure compliance with HR laws; work with HR consultant and other staff, as appropriate, to create new policies as needs arise.

#### Development

- Maintaining strong donor records and acknowledging all donations in a timely manner.
- Inputting information into our constituent database and generating reports.

#### Board Support

- Work with the Executive Director and Managing Director to maintain board communications.
- Maintain quarterly board meeting calendar.
- Assist with scheduling and logistics for board meetings and activities.
- Track topics for monthly update emails, including upcoming Board Meeting schedules, advocacy and volunteer opportunities, and legislative updates.
- Create an outline/draft of the monthly message by the third week of each month.

#### Office Management

- Monitor and maintain shared office equipment (printer, scanner, phone, etc.).
- Maintain office contract services (cleaning, utilities, IT support).
- Maintain inventory of computers for individual staff use and general office supplies.
- Maintain monthly “Cleaning Captain” schedule of shared office cleaning responsibilities.

#### Other Stuff

- While the Office Manager will primarily work from a computer, they will pitch in with “all hands” activities, such as advocacy days, training sessions, special court dates, or prison visits.



### **Necessary Skills and/or Experience**

- At least two significant, continuous work experiences (beyond an internship) lasting more than one year or comparable experiences, such as non-credentialed education during incarceration.
- Excellent organizational and project management skills, including managing tasks quickly and efficiently and tracking tasks and deadlines within a work plan.
- Strong networking abilities, including good follow-up via text, email, etc.
- Professional writing skills.
- Ability to perform basic tasks in Salesforce, Quickbooks, and G-suite.
- Experience with the criminal legal system and/or passion for reform.
- Will have a great sense of humor and enjoy being “the organized one.”

### **Reporting Structure**

The position reports to the Managing Director.

### **Important Details**

- We are targeting an individual who is comfortable with a salary of \$60,000, with some wiggle room based on experience and stage of career.
- Our employee benefits package includes paid time off, health insurance, dental insurance, vision insurance, retirement contributions, disability insurance, and life insurance.
- We aspire to be a workplace that promotes balance and health.
- We are a hybrid office with three in-person office days and the option to work remotely on other days.
- We are an equal opportunity employer and encourage all to apply; we especially encourage BIPOC to apply.
- If you would like assistance with any aspect of the hiring process, please elaborate in an email to [jobs@restorejustice.org](mailto:jobs@restorejustice.org). Because we are stretched thin, **we can't take phone calls about the position in advance of the deadline.** We will do our best to respond to queries and acknowledge your application in a timely manner.

**Send resume, cover letter, and three references\* by Friday, June 28:**

Alice Swan, Managing Director (pronouns: she/her)  
[jobs@restorejustice.org](mailto:jobs@restorejustice.org)

\*References will not be contacted without your advance approval.