



OFFICE MANAGER

40 HRS/WEEK

ARE YOU OUR NEXT OFFICE MANAGER?

We're looking for a highly organized, detail-oriented Office Manager to join our team! This critical role is at the heart of our operations, keeping finances accurate, processes efficient, and systems running smoothly. If you enjoy the energy of a mission-driven environment, take pride in keeping teams organized and efficient, and love a detailed checklist, this might be the perfect role for you.

WHAT IT LOOKS LIKE

Bookkeeping & Financial Management – *approximately 50% of time*

You'll handle the day-to-day financial operations that keep our organization on track. This includes processing invoices and payments, managing accounts receivable, reconciling daily transactions, maintaining cash funds, and preparing documentation for monthly reports and the annual audit. You'll also help monitor budgets for operations and grants, alerting leadership to discrepancies and ensuring accuracy across financial systems.

Office Management – *approximately 30% of time*

You'll oversee the systems and spaces that keep our organization running smoothly. From managing supply inventory and coordinating purchases to troubleshooting office equipment, you'll be the go-to person for maintaining an organized, efficient work environment. You'll also support onboarding for new hires, ensuring a smooth start with scheduling, setup, and administrative orientation, and serve as the main point of contact for vendors, service providers, and contractors.

Executive & Administrative Support – *approximately 20% of time*

You'll provide vital support to our leadership team by coordinating meetings, managing organizational calendars, and preparing and distributing materials for executives, board members, and committees. You'll also handle general phone and email inquiries with professionalism and timeliness, ensuring clear and accurate communication across the organization.

WE'RE LOOKING FOR SOMEONE WHO

- Has bookkeeping and office administration experience.
- Has strong communication and interpersonal skills.
- Is highly organized and detail oriented.
- Enjoys a checklist, can juggle multiple priorities, and stays on top of deadlines.
- Enjoys supporting others and contributing to a collaborative workplace.
- Is dependable, adaptable, and comfortable learning new systems.
- Can lift and move light boxes or program materials, as needed (accommodations available).



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EDUCATION & EXPERIENCE

Formal education is not required, but experience in administrative support, bookkeeping, and office management is strongly preferred. Training will be provided.

OUR TEAM & VALUES

We love what we do—and we passionately pursue the mission with strategy, purpose, and a deep commitment to living our core values to support the team, visitors, and community. We bring joy to science by approaching our work with curiosity, collaboration, and a spirit of deliberate experimentation. We're committed to building spaces where everyone feels a sense of belonging—from our team to the people we serve.

Our team works together in a dynamic, supportive environment built on well-laid systems. Specialties aren't siloed here—they're collaborative, cross-functional, and strategically aligned to ensure we deliver the best possible experiences for our visitors and our team.

MORE DETAILS YOU'LL WANT TO KNOW

This position reports to the COO and works closely with the CEO and other department leads. Other duties may be assigned as necessary but will remain within the reasonable scope of Office Manager responsibilities. The salary for this position is \$48,000, depending on experience, with room for advancement. A valid driver's license is required. Benefits include health, vision, dental, Aflac, pet, and/or life insurance, a health savings account, employer matched IRA, and PTO.

READY TO JOIN THE TEAM?

To apply, email your resume and cover letter to gscience@gscience.org with the subject line "Office Manager Application."

We welcome applicants from all backgrounds and identities. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, disability, veteran status, or other differences. Need accommodation during the application process? Email us at gscience@gscience.org with the subject line "Job Application Accommodations."

Priority is given to applications received before September 12th.