

Office Manager

Can you imagine being part of a national model for engaging underrepresented students in science and conservation? At Ocean Discovery Institute we use ocean science to empower young people from underserved urban communities of color to transform their lives, their community, and our world as science and conservation leaders. We are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama. We have a \$2.4 million annual operating budget, with ~25 employees, serving 6,000 young people each year. We are growing to serve over 10,000 annually and operate from our state-of-the-art Living Lab (opened in fall 2018) in City Heights. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

As the Office Manager, you'll create a welcoming environment and ensure a high level of organizational effectiveness, communication, and safety. The Office Manager is responsible for HR policies and procedures, team events, office cleanliness, and coordinating employee workplaces. It's a "many hats" kind of role! We're looking for an energetic professional who is obsessed with organization and cleanliness. As the first impression of the organization, you will also answer all incoming phone calls and greet students, families, and visitors. You will ensure smooth day-to-day operations that allow us to achieve organizational efficiency and excellence, and cultivate a culture that is inspiring for staff and students alike.

Our goal is to be a diverse workforce that is representative, at all job levels, of the community serve. We are an Equal Opportunity Employer and deeply understand that diversity and inclusion among our teammates is essential to our success.

Duties and Responsibilities

- Manage and implement established office systems, and develop and improve systems when identified.
- Maintain the Living Lab (office) condition by upholding the facility's appearance, supervising 2 facility staff, and identifying and arranging necessary repairs.
- Maintain a safe and secure working environment, including implementation of health and safety procedures, and compliance with all legal requirements.
- Manage contract and price negotiations with office vendors and service providers.
- Serve as "Manager on Duty" to daily support in identification and addressing of potential hazards, responding to issues before they escalate, and being an initial point of contact in emergency response.
- Serve as the primary contact for HR related matters and provide coaching, mediation, and/or mentoring.
- Manage staffing efforts, including employee recruitment, orientation, evaluation, and transition.
- Organize staff meetings, appreciations, trainings, and development.
- Broker and administer employee benefits.
- Organize and maintain personnel records.
- Develop and manage facility and HR budgets.
- Manage schedules for facility operations.
- Greet students, families, and visitors; answer incoming phone calls; and provide general support to visitors in the reception area.
- Participate in obtaining and stewarding funds (could include gift processing, preparing for a fundraising dinner, grant writing, providing support for our annual gala).
- Establish and/or manage strategic partnerships (e.g., SDUSD, San Diego Workforce Partners).
- Engage volunteers in order to generate ideas and facilitate needed activities.
- Provide support for organization-wide events and activities.
- Because of the organization's size and nature, other duties may be required on *ad hoc* basis.

Qualifications and Other Requirements

- 5+ years of experience in office management or administration (e.g., Office Manager, Front Office Manager, or Administrative Assistant).
- Knowledge of human resources, office management, and administrative practices and procedures.
- Demonstrate a deep understanding of the community we serve, such as graduating from our programs, living in the community of City Heights, or living in or from a community similar to City Heights.
- Fluent in written and verbal Spanish.
- Excellent computer skills, including a high degree of proficiency in Microsoft Office software.
- Pass a fingerprinting / background check and complete a Tuberculosis assessment.
- CPR and 1st Aid certified (if not, will need to obtain upon hire).
- Have a valid Driver's License, vehicle insurance, and clean driving record.
- Share our organization values of Diversity, Stewardship, Learning, Leadership, and Passion.
- Ready and able to demonstrate Ocean Discovery Core Competencies: Community Driven, Approachable, Trusted & Demonstrates Integrity, Committed to Work Systems, Action Oriented, and Organizationally Agile; and Leadership Competencies: Motivates Others, Manages Strategy and Process, and Develops Direct Reports

Time Commitment

- Start date: April 2021
- Full-time, exempt
- Weekends and evenings may be required in order to operate the facility for periodic programs and events, and/or to coordinate during off-hours alarms (intrusion and/or fire).

Compensation

\$60,000 - \$65,000 compensation package, including salary and benefits:

- full medical, dental, life insurance, and long term disability coverage for employee
- paid vacation- minimum of two weeks
- paid holidays- Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day, and Winter Break
- professional development opportunities, and
- 401k and FSA plans.

To Apply

Submit resume, cover letter including desired salary, and 2-3 professional references to jobs@OceanDI.org.

EEO Employer