

## Operations Director *[Full Time, Virtual, Exempt]*

**Department:** Operations  
**Reports To:** COO

**Posted:** February 23, 2023  
**Closes:** March 24, 2023

**To apply:** submit a resume and cover letter through My Green Lab's application portal at:  
<https://www.mygreenlab.org/employment-opportunities.html>

Do you want to lead key operational priorities of one of the world's most important startups promoting environmental sustainability across the biotech, pharmaceutical, and other major global industry sectors? Do you want to apply your skill to supporting the global scaling of programs that deliver industry-leading sustainability outcomes, recognized by the United Nations as a critical solution to the climate crisis?

Join My Green Lab to work with brilliant colleagues in a stimulating and supportive working environment. Work flexibly from your home office. Receive a compensation and benefits package that outpaces similar positions across the nonprofit sector. My Green Lab seeks applications from driven operations professionals who want to contribute to an organization that is making a difference.

### About My Green Lab

Scientific laboratories drive research and development for industries around the world, and they represent an enormous, untapped potential for sustainability. They discard over 12 billion pounds of plastic annually, and they consume 5-10 times more energy and water than office spaces. Worldwide, laboratories comprise an industry that is 3 times the size of the building products space and just over half the size of the automotive industry.

My Green Lab is a highly entrepreneurial, disciplined nonprofit organization that delivers industry leading improvements in the environmental impact of laboratories by building a global culture of sustainability in science, directly engaging scientists and the teams of people who support them. Our members and supporters range from small laboratories to some of the science community's largest corporations and academic institutions. We develop standards, oversee their implementation, and inspire the many behavioral changes that are needed throughout the scientific community. In addition to motivating behavioral change in and around the lab through easily and rapidly implementable tools with clear measurement and verification, we are also leading data-driven research into environmental health impacts and resource consumption. Since our founding in 2013, MGL has evolved into one of the most influential organization in the laboratory sustainability space.

## About This Role

The Operations Director is a key member of the operations team and works to ensure the effective, disciplined, day-to-day execution of the organization's mission. A consummate team player, the Operations Director collaborates with the Operations Team to support all other departments, ensuring My Green Lab is operating as a high-performance organization. This role primarily focuses on HR, organizational management, internal communications, general administrative support, and occasional project management support to special projects across other departments.

The Operations Director has a focus on people and process. They will work closely with the COO across their various job functions. They are expected to be a steward and exemplar of My Green Lab's culture, facilitating organizational cohesion and maintaining an environment that enables people to perform at their best. The Operations Director will ensure the organization sustains a high-quality human resources presence, from recruitment through onboarding, employment compliance and benefits administration, policy development, performance management, and fostering inclusivity. They will contribute to annual work planning and support leadership in holding the organization accountable to its goals and targets. The Operation Director will ensure that regular updates and critical information is disseminated organization wide as necessary.

This role is an exciting new position in a high-growth organization that will be critical to My Green Lab's mission and impact. While no direct sustainability knowledge or experience is required, a passion for mission-aligned work will be an asset. The successful candidate will be a force multiplier, providing a supportive foundation for their talented team members to perform at their best.

## Key Responsibilities

The key responsibilities of this position include, but are not limited to:

### Human Resources

- Manage key HR functions including recruiting, hiring, onboarding, compliance management and reporting, benefits administration, and others as needed, with support from contracted HR professionals
- Serve as the internal point of contact for HR-related issues
- Facilitate annual performance reviews and quarterly check-ins across the organization
- Manage PTO tracking and quarterly review
- Develop internal HR training resources and SOPs on an as-needed basis

### Organizational Management

- Organize the annual team retreat in collaboration with other members of the Operations Team
- Steward and manage regular opportunities for internal education and knowledge sharing, fostering connection between teammates, and coordinate annual holiday events
- Project manage key cross functional organizational initiatives
- Manage critical aspects of internal communications

### General Administrative Duties

- Provide or facilitate client contract review, administration, and tracking
- Provide general operational support (e.g., internal event planning) as needed
- Remain abreast of internal processes to proactively identify and resolve operational challenges
- Support resolutions for process inefficiencies to ensure effective and scalable operations

My Green Lab is a fast-paced and dynamic work environment, so the ideal candidate will be a flexible self-starter who embraces change and continuous improvement. The successful candidate will demonstrate interest in professional development and advancement within the role as they take on increased responsibility in line with the growth goals of the organization.

### Supervisory Responsibilities

None at present.

### Qualifications and Experience

- Experience in a similar operational role (e.g., human resources, general operations, project management) in a high-growth organization
- Demonstrated project management ability
- High emotional intelligence, excellent written and verbal communication abilities, and excellent organizational skills
- Experience with My Green Lab's operational and sales tools including Salesforce and Smartsheet
- Experience with the Microsoft Office 365 Suite
- A bachelor's or master's degree in a related field is preferred
- Demonstrated passion for MGL's mission and sustainability in general
- Ability and desire to work as part of a mutually supportive high-performance team

### 3 Month Tasks

- Complete a thorough onboarding through all required readings and completing the My Green Lab Accredited Professional Program
- Meet with all My Green Lab Team Members
- Become familiar with the organization's recruiting, hiring, and onboarding protocol, and introduce improvements; lead several hiring rounds
- Review and improve My Green Lab's payroll, PTO tracking, and human resources platform
- Take leadership of My Green Lab's robust internal communications strategy
- Take leadership of contract management and administration
- Coordinate an annual performance management cadence

*My Green Lab is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.*