

## Operations Manager

**[Full Time, Virtual, Exempt]**

**Department:** Operations

**Reports To:** Chief Operating Officer

**Location:** United States, Pacific Time Zone (Washington State, Spokane County preferred)

**Posted:** June 3, 2024

**Closes:** June 17, 2024

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

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.

The base salary range for this position is \$55,000 – 65,000 USD per year, depending upon experience. In addition, the position is eligible for a 10% annual bonus opportunity, as well as a generous benefits package:

- 100% health, dental, and vision premium coverage for team members, and 75% premium coverage for dependents
- 6% 401k match with immediate vest
- Paid parental leave
- Professional development opportunities

### 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 Manager 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 Manager 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, IT, clerical finance, general administrative support, and occasional other priorities as needed.

The Operations Manager will work closely with the COO, CFO, and Sr. Operations Manager across their various job functions. They are expected to be a steward and exemplar of My Green Lab's culture, maintaining an environment that enables people to perform at their best. Supported by an external HRIS system, the Operations Manager will provide process support for the organization's multi-state and international human resources presence, from recruitment through onboarding, employment compliance and benefits administration, performance management, and HRIS system configuration. They will work with the COO and an external IT consultant to provide technical support to the team and assist with implementing IT security protocol. They will provide clerical financial support to the CFO and Sr. Operations Manager on an as-needed basis, typically during the first one to two weeks of each month.

This role is an exciting 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

- Ensure the appropriate configuration and functioning of our HRIS platform, Rippling
- Working with the COO, support key HR functions including recruiting, hiring, onboarding, compliance management and reporting, benefits administration, and others as needed
- Organize and facilitate annual performance reviews and quarterly check-ins across the organization
- Manage PTO tracking and quarterly review
- Develop internal training resources and SOPs related to HR and/or specific team performance on an as-needed basis
- Manage celebration of work anniversaries and birthdays

### IT Support

- Provide internal IT management with robust technical support from external consultants
- Manage all technology-related aspects of employee onboarding and offboarding, including managing computer purchase and remote configuration as well as software license purchase and configuration, and onboarding technology orientations
- Working with the COO, support the organization's SOC-2 certification on an ongoing basis

### Clerical Finance

- Working with the Sr. Operations Manager, manage all aspects of sending and receiving invoices
- Support supplier and vendor onboarding
- Manage inquiries and communications relating to the organization's transactions and relationships
- Ensure internal financial record-keeping is accurate across platforms

### General Administrative Duties

- Organize the annual team retreat in collaboration with other members of the Operations Team
- Work with the CEO and COO to support strategic planning and annual goal tracking and reporting
- Provide general operational support as needed
- Support resolutions for process inefficiencies to ensure effective and scalable operations

My Green Lab is a fast-paced, fast-growing, 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

- 2+ years experience in a similar operational role (e.g., human resources, IT, general operations) 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 key software platforms is preferred, including Rippling, Salesforce, and Smartsheet
- Experience with the Microsoft Office 365 Suite
- Demonstrated passion for MGL's mission and sustainability in general
- Ability and desire to work as part of a mutually supportive high-performance team
- A bachelor's or master's degree in a related field is preferred

### 3 Month Tasks

- Complete a thorough onboarding including all required readings and completing the My Green Lab Accredited Professional Program
- Proactively organize a time to meet with all My Green Lab Team Members

- Review My Green Lab's payroll, PTO tracking, and human resources platform and develop expertise in its functioning
- Develop sufficient expertise in clerical financial management to operate autonomously as needed
- Develop an understanding of My Green Lab's IT infrastructure

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