

## Operations Manager Job Description

My Green Lab is a California-based 501c3 non-profit dedicated to building a culture of sustainability through science. Founded in 2013, My Green Lab is a small organization with a grass-roots, start-up mentality.

We are looking for an organizational master with a passion for sustainability to assist us in our daily administrative work. Candidates should be able to handle office tasks, provide polite, professional assistance via email and phone, and make reservations and travel arrangements. They should also be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, candidates should have a genuine connection with our mission and an enjoyment of organization.

As My Green Lab does not have an office, the Operations Manager role will be remote. Candidates should have the experience and judgement required to successfully accomplish goals while working remotely.

This position is part-time (10 – 15 hours/week) and will report directly to the CEO. This position provides limited benefits (401k). Salary is based on experience.

### Operations Manager Responsibilities:

- Acting as the initial point of contact for our community
- Handling office tasks, such as generating proposals and invoices, submitting and reconciling expenses, responding to email and phone calls, and managing contacts
- Developing and maintaining a virtual filing system
- Making travel arrangements, such as booking flights, cars, and hotel reservations
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Coordinating office procedures
- Developing and update administrative systems to make them more efficient
- Contributing to the My Green Lab team by accomplishing related results as needed

### Operations Manager Requirements:

- Degree in a field related to sustainability or science
- 3+ yrs experience in laboratory sustainability
- Demonstrated passion for My Green Lab's mission
- Demonstrated ability to work remotely
- Attention to detail
- Exceptional organizational skills
- Knowledge of Microsoft Office required
- Knowledge of Salesforce or other CRM preferred
- Web development skills preferred
- Database management experience preferred
- Desire to be proactive and create a positive experience for others

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