

Call for Applications: Office Administrator

About Community Science Institute: Community Science Institute is a 501(c)3 nonprofit organization and NYSDOH ELAP-certified water testing lab. Our mission is to inspire and empower communities to safeguard water resources by cultivating scientific literacy through volunteer water quality monitoring, certified laboratory analyses, and education. CSI recruits, trains, and coordinates volunteers to participate in our water quality monitoring programs: Synoptic Stream and Lake Monitoring, Biomonitoring, and Harmful Algal Bloom Monitoring. In partnership with these volunteers, we build long-term datasets of regulatory quality data that can help guide the sustainable management of local water resources. These data are available to the public on our online water quality database: www.database.communityscience.org. Alone, these data speak volumes, but we help give them a voice through our outreach and education initiatives including our Water and Community events, Water Bulletin Newsletter, summer Journey of Water youth education series, Biomonitoring Open Lab nights, and Monthly Updates. In addition, CSI offers fee-based, certified drinking water testing services and counts the Tompkins County Health Department and Cornell University as well as dozens of businesses and hundreds of private homeowners among our clients. Through our fee-for-service program, we offer affordable water tests to the public while also providing our clients with the information they need to make informed decisions about their drinking water resources.

Summary

<u>Position:</u>	Office Administrator
<u>Supervisor:</u>	Executive Director
<u>Supervises:</u>	None; potential to supervise interns based on interest
<u>FLSA Status:</u>	Non-Exempt; Part-Time

The Office Administrator will play a vital role in supporting the smooth day-to-day operations of Community Science Institute. They will be responsible for a variety of administrative tasks including providing excellent customer service, ensuring the efficient functioning of our office, and supporting CSI's outreach and programming goals.

Responsibilities:

The Office Administrator's responsibilities shall include, but not be limited to:

- Provide customer service to CSI's diverse clientele by discussing their water testing needs, educating clients about water quality issues, providing appropriate sample bottles and chain-of-custody forms, and logging samples into our state certified laboratory system.
- Handle all forms of payment from the general public and contract clients.
- Coordinate with subcontract lab(s) to understand subcontract testing requirements (e.g. sample bottle type and size, hold time, preservatives, etc.), maintain stock of sampling kits, and arrange courier services.

- Prepare certified water test reports and invoices for general public and contract clients.
- Manage and order office supplies and, when appropriate, lab supplies.
- Maintain a clean, organized, and professional office space.
- Assist the Executive Director with finance-related tasks (e.g. make bank deposits, record transactions for financial tracking, file invoices, etc.).
- Take a leading role to develop, produce, and publish educational content about drinking water.
- Maintain and develop CSI's website in collaboration with the Outreach and Programs Coordinator.
- Assist with washing sample bottles and laboratory glassware.
- Provide support to volunteer monitoring program coordinators through occasional volunteer coordination, field work, sample acceptance, and preparation of sampling materials.
- Assist with reading bacteriological plates as needed.

Requirements:

- Associate's degree with at least one year of course work in chemistry, environmental science, or related discipline
- 1-2 years of business or administrative experience
- Excellent time management, organization, attention to detail, and problem-solving skills
- Ability to work in a small team setting and communicate with diverse individuals
- Proficiency in Microsoft Office, Google Workspace, and WordPress
- Enthusiasm for CSI's mission
- Enhancing Qualifications:
 - Additional education or administrative work experience
 - Familiarity with local watersheds
 - Experience with state-certified water testing

Working Conditions:

- Traditional office environment
- Must be able to sit for extended periods of time

Hours, compensation, and benefits:

- Part time, 30 hours/week, opportunity for semi-flexible scheduling
- \$18.50-\$20.50/hour wage, depending on qualifications
- Thirteen paid holidays plus one floating holiday
- Paid health time (AKA sick time) and paid vacation/personal time
- Simple pension plan with CSI contribution overseen by CFCU Wealth Management

Application: Please email your resume and cover letter outlining why you are well-suited for and interested in this position to CSI's Executive Director, Dr. Grascen Shidemantle, at info@communityscience.org with "Office Administrator" in the subject line. **Please note that both a resume and a cover letter are required for an application to be considered.** The job will remain posted until the position has been filled.

Inclusion statement: CSI is an equal opportunity employer. We encourage qualified applicants from historically underrepresented groups in the sciences to apply. We will fully consider all qualified applicants without regard to race, culture, ethnicity, national origin, gender, gender identity or expression, sexual orientation, disability, age, religion, lifestyle, marital status, or veteran status.