Open Position – Manager of Administration and Human Resources

Title: Manager of Administration and Human Resources
Reports to: COO
Compensation: Base salary plus up to 5% discretionary annual bonus opportunity
7.5% of salary retirement contribution after one year
Plan benefits: Health care, dental & vision subsidy
Travel: Very limited, maybe once or twice a year, dependent on Covid precautions
Location: DMV (DC, MD, VA) location, with hybrid and flexible work at home/in office position, but must be able to go into an office located in Tysons Corner, VA, at least weekly
This is a Full Time Exempt position

Job Description

GeoScienceWorld (GSW), a nonprofit collaborative and comprehensive resource for research and communications in the Earth Sciences, is hiring a Manager of Administration and Human Resources to manage our Virginia office, provide general administrative support, and manage all Human Resources for a staff of 9-15, including personnel development, employee satisfaction, and growing a healthy company culture. This is an ideal position for someone who wants to work with people, is enthusiastic and high energy, and willing to roll sleeves up and go above and beyond to get things accomplished. Organized and meticulous, as well as trustworthy and discreet, the perfect candidate for this role will be self-motivating, highly responsible and dependable, and enjoy working in a mission-based environment with a small, but dedicated workforce.

Responsibilities include but are not limited to:

Administration

- Maintain corporate headquarters office, cover mail delivery and check processing as needed, renew or investigate leases and provide documentation required for the lease – hold key and card key responsibilities – would require going into the office at least weekly
- Admin for all cloud-based software, manage users, provide support or link to support, enforce required two-factor verification
- Board Meeting support – Board meetings are several times a year
o Administration of meetings – schedule, invitation, agenda, minutes
o Take the minutes of all meetings
o Log and track action items

- Advisory Council Meeting support – AC meeting is once or twice per year
  o Administration of meetings – schedule, invitation, agenda, minutes
  o Take the minutes of all meetings
  o Log and track action items

- Managing the subscriber agreements and other contracts through the Adobe sign process
  o Review documents before sending for signature
  o Record the co-signed, final signed agreements – file them on dropbox

- Monitor and handle messages for the 800 number
  o May require phone equipment to be provided by company
  o Office phone monitoring and messages

- Shipping of giveaways and trade show items to tradeshows
  o Other tradeshows and marketing support as needed

- Shipping of giveaways to librarians and sales reps

- Customer Service-related support
  o Create and Maintain list of online vendor portals
  o Project support where needed

- Familiarity with Microsoft office tools a must. Comfortable with using cloud-based online features a plus

- Other duties as needed

Human Resources

- Processing payroll in our PEO system Justworks, reconciling for accounting, and handling 403(b) contributions
- Once yearly renewal of Medical/Dental/Vision benefits, get quotes from different sources, assess and coordinate with the COO
- Manage renewals of corporate insurance, updates
- Hiring, recruiting, and new employee orientation
- Maintain and update the employee handbook
- Provide professional development resources, work with staff to take advantage of the resources, generate ideas for group activities, and manage the staff meeting schedule and agenda, as well as other staff gatherings, in person and by Zoom
- Manage and maintain corporate calendar
- Compile and maintain procedures manual for internal/external processes
- Provide general support and answer questions for staff about their benefits and amenities
- Other duties as needed
Physical Demands: Extensive computer work, six or more hours per day. Multiple projects and multiple deadlines that create a demanding work environment are standard. While performing the responsibilities of the position, the employee will require the use of multiple senses (speech, hearing, touch, and close vision). For trade show support and other shipping related items, employee will need to be able to bend, lift, and physically support shipping boxes.

Work Environment: Typical office environment or home office environment where applicable. If working from a home-based office, the ability to maintain a productive work environment is required. This role does require coming into an office shared with others at least weekly.

About GeoScienceWorld

GeoScienceWorld is a non-profit organization that works with societies, institutions, and researchers around the world and provides a single source of access to 50 preeminent scholarly journals, 2,220+ eBooks, and over 4 million GeoRef records with specialized and map-based search capabilities and links to curated earth science research around the Web. GSW, through its Society Services Program, also serves as a platform for cost-effective hosting for independent society sites, providing a scalable and efficient global presence for societies, authors, and members. GeoScienceWorld is an equal opportunity employer.

Contact for submission of resume: Angie Anderson anderson@geoscienceworld.org