**Office Manager**

*Position Description*

Coonamessett Farm Foundation, Inc. (CFF), a non-profit research foundation based in East Falmouth, MA, conducts and supports scientific research and educational activities that promote sustainable fishing, farming, aquaculture, and renewable energy. CFF’s dynamic team is committed to finding new and creative ways to tackle the challenges facing our world today.

We are seeking an experienced Office Manager to handle a mix of administrative, financial, and managerial tasks for the foundation. An ideal candidate will be self-motivated and professional, as well as capable of multi-tasking and interfacing with diverse groups of individuals including scientists, fishers, and farmers. Experience as an administrator in a scientific research environment is strongly preferred.

This is a full-time salaried position with benefits including medical/dental insurance, sick time, vacation time, and 401k retirement contributions. Compensation is based upon work experience, degree, and qualifications.

*Responsibilities*

* Employee services management including reviewing timesheets, tracking project hours, coordinating payroll, and benefits administration
* Research management including preparing and submitting financial reports for funding agencies, tracking research permits, and assisting in the preparation and submission of grant proposals and progress reports
* Office management including tracking inventory, reordering supplies, maintaining office calendars, and organizing team meetings

*Required Skills & Experience*

* Knowledge of office management skills and ability to multi-task and prioritize work
* Excellent written and verbal communication skills tailored for a diverse group of people
* Familiarity with grant writing and management
* Proficiency in Microsoft Office including Access
* Bachelor's degree required, preferably in a scientific or environmental field

*Application*

To apply please submit a cover letter, CV, and list of three references to contact@cfarm.org by **January 15, 2021**.

For more information about CFF visit coonamessettfarmfoundation.org