

## **OFFICE MANAGER**

Full time or part time

(presently a 2 year position with grant restrictions)

### **Math Science Nucleus**

4074 Eggers Drive

Fremont, California 94536

The Math/Science Nucleus is a non-profit, educational, and research organization composed of scientists, educators, and community members. It serves as a science resource center to assist school districts, teachers, administrators, and community. MSN oversees several facilities in Fremont including the Children's Natural History Museum, Tule Ponds at Tyson Lagoon, California Nursery Historical Park, and Fremont Earthquake Exhibit. Currently we conduct over 230 field trips per year: summer camps, and scout programs. Math/Science Nucleus was founded in Fremont, California in 1982.

#### **Key Responsibilities:**

- Coordinating and managing work to meet project timelines
- Coordinate volunteers at the Children's Natural History Museum (adult and high school students)
- Assist in Museum Shop
- Oversee payment of admission to museum
- Assist Board President to set up meetings with staff, external personnel, and other possible funders
- Order equipment and track down status for State Grant
- Create invoice for field trips as well as help schedule

#### **QUALIFICATIONS**

- Proven office management, administrative, or assistant experience
- Excellent time management skills and ability to multitask and prioritize work
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle vendor contracts, among other tasks
- Organization and the ability to multitask to complete a wide variety of projects
- Flexibility to help adjust to new tasks
- Strong interpersonal skills to interact positively with all employees
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Office

- Knowledge of accounting, data, and administrative management procedure
- Computer skills and knowledge of office software packages (including invoice) (or ability to learn)
- Highly recommended: knowledge of nonprofits, schools, and enjoys science; no degree required. Experience is important

## **COMPENSATION**

- \$20.00 to \$40 per hour depending on experience and recommendations (beginning salary we are willing to train)
- Benefits after 3 month probationary

TO APPLY or for more information (please look at website for an insight into our organization) **If you have questions, please email.**

Send resume and 2 email references (who can comment on your science or work skills) to Dr. Joyce Blueford

**Math Science Nucleus**  
**4074 Eggers Drive**  
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