



Office and Administrative Support Specialist Job Description

JOB TITLE: Office and Administrative Support Specialist

GRADE/STATUS: Part-time contractor

LOCATION: 100% remote, flexible hours

EFFECTIVE DATE: Open until filled

The Southeast Coastal Ocean Observing Regional Association (SECOORA) is looking for a flexible, people-oriented, self-starter to provide office and administrative support services to an ocean and environmental non-profit organization. Job duties will include finance, operations and administrative office support and support for employees. The SECOORA team works remotely with team members working in NC, SC, GA, and FL. The Specialist will work remotely and can be based anywhere in the US (with a preference for an East coast time zone). The Office and Administrative Support Specialist will need to be available via phone during normal working hours and must participate on weekly staff calls.

SECOORA, a nonprofit, works with stakeholders within the four southeastern states – North Carolina, South Carolina, Georgia, and Florida – to monitor our coasts and ocean. SECOORA provides coastal and oceanographic data and products to communities, state and Federal agencies, and industries within the region. SECOORA is one of 11 Regional Associations working in partnership with the [Integrated Ocean Observing System \(IOOS\) Program Office](#), other federal agencies, and interested stakeholders in the public and private sectors to build and operate our Nation's coastal and ocean observing capabilities.

SECOORA is committed to building inclusive research, extension, communication, education, and outreach programs that serve people with unique backgrounds, circumstances, needs, perspectives, and ways of thinking. SECOORA encourages applicants from all backgrounds to apply for this job opportunity.

Responsibilities:

1. Finance support
 - a. Miscellaneous bookkeeping tasks including but not limited to:
 - i. Payroll management
 - ii. Salary allocation tracking
 - iii. As needed supply and other purchasing based on grant needs
 - iv. Manage membership including invoicing and database management
2. Administrative support for the SECOORA team:
 - a. Schedule meetings and appointments, including note taking as necessary
 - b. Provide general administrative support
 - c. Track and assist with annual business operational filings, renewals, etc.
 - d. Maintain office policies as necessary
 - e. Execute onboarding process for new hires
 - f. Manage logistics for internal events including parties, celebrations and staff retreats

Desired Skills and Work Ethic

- Organized, proactive and positive approach to work
- Integrity and the professional presence to represent SECOORA
- Professional, courteous, and ethical interpersonal interaction
- Timely and effective communication with SECOORA team and our partners
- Works well in independent and in group settings
- Familiar with G-suite, Microsoft Office suite, Bill.com, Expensify, INTACCT

Education and/or Experience:

High school diploma or college degree preferred; or three to five years related experience in office management and/or accounting.

To Apply:

Please submit a resume and 2 professional references by email to mlee@secoora.org.

Application Deadline:

Application deadline is January 31, 2025.