Integral Ecology Research Center

Office Manager

Location: Blue Lake, California | Start Date: 11/11/26 -11/16/26 | Part-Time, Non-exempt (Overtime Eligible)
Compensation: $25–$30/hr (DOE) | Schedule: 20-24 hrs/week, Monday–Thursday
Benefits Package Available (PTO, Holiday Pay, Paid Sick Leave, Retirement, Health and Wellness Program)

Organizational Summary: Integral Ecology Research Center (IERC) is a 501(c)(3) nonprofit dedicated to wildlife conservation and ecosystem health through scientific research. IERC is seeking an Office Manager to support daily operations at our Blue Lake office and Arcata lab.

Position Summary: Under the general direction of the Co-Founders, the Office Manager serves as the operational center of IERC, overseeing office administration, financial support, and day-to-day HR processes. This position serves as IERC's primary liaison to its outsourced HR consulting partner and works closely with staff, field crews, vendors, and community partners.

Key Responsibilities

- Manage daily office operations, including calls, mail, inboxes, filing systems, supplies, and purchasing.
- Prepare checks in QuickBooks Online for Director approval; track accounts payable, recurring payments, and reimbursements.
- Process semi-monthly payroll in Gusto and coordinate benefits, recruitment logistics, onboarding, and offboarding.
- Serve as liaison to IERC's HR consultant; maintain confidential personnel records, required trainings, and workplace postings.
- Oversee building upkeep, vehicle maintenance scheduling, keys and alarm system, and vendor and software accounts.
- Support grant documentation, meetings and events, and a safe, welcoming, and inclusive workplace.

Minimum Qualifications

- Associate degree in office administration, business administration, accounting, or a related field, or an equivalent combination of education and experience.
  OR
- High school diploma with 3 years of human resources, office management, or bookkeeping experience.
  WITH
- Working knowledge of QuickBooks Online and experience with HR administrative tasks (e.g., onboarding, payroll, or personnel records).
- Strong organization, communication, and discretion with confidential information.
- Valid California driver's license and ability to meet IERC's vehicle insurability standards.

Preferred Qualifications

- Experience with Gusto or a comparable payroll platform and familiarity with California workplace requirements.
- Experience in nonprofit, grant-funded, environmental, or research organizations.

Work Environment: Primarily office-based, with regular local driving and occasional outdoor work. Offers are contingent on a background check and motor vehicle record review.

Deadline to Apply: November 8, 2026 @ 2359hrs PST

Please submit all application materials to hiring@iercecology.org, subject title "Office Manager 2026".

1) Current resume
2) **1-page cover letter** summarizing your relevant experience and qualifications for this position.
3) 3 professional references who have knowledge relevant to your qualifications.

IERC provides equal opportunity employment to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.