

**POSITION ANNOUNCEMENT: Office Manager****About the Position and NERACOOS**

The Northeastern Regional Association of Coastal Ocean Observing Systems (NERACOOS) is hiring an Office Manager to strengthen administrative capacity and provide additional operational support for NERACOOS as the organization has grown in size, complexity, and programmatic activity. The position is intended to address increasing admin needs, fill gaps created by changes in staffing and responsibilities, and provide consistent day-to-day support.

NERACOOS, a 501 (c) (3) nonprofit organization headquartered in Portsmouth, New Hampshire, has implemented the U.S. Integrated Ocean Observing System from Long Island Sound through the Gulf of Maine since 2009. We deliver the information needed to advance resilient communities, economies, and marine ecosystems.

**Responsibilities****Administrative and Office Operations:**

- Provide administrative and operational support, including organizational record keeping and maintenance, filing, and data entry.
- Sort, distribute, and process incoming and outgoing mail.
- Maintain the NERACOOS organizational calendar.
- Maintain office facilities, equipment, and supplies.
- Coordinate services, vendors, other day-to-day office needs.
- Coordinate the NERACOOS Membership Program
  - Ensure membership communications are completed, including renewals and invoicing.
  - Track membership payments and maintain membership records.
- Coordinate and document internal and external meetings as requested, provide staff support, take notes, prepare materials, and maintain records.
- Perform other administrative and operational duties as needed to support the effective functioning of NERACOOS.
- Assist NERACOOS staff with maintaining accurate and timely time tracking sheets, including providing guidance on procedures, creating templates, and following up on missing or incomplete entries.

**Financial and Audit Support:**

- Provide support to the Administrative Director and BrightWay Advisors for financial processes to ensure accurate, timely, and compliant financial operations.
- Organize and maintain financial documentation, including receipts, payment records, supporting documentation, and other financial files in accordance with record retention policies.
- Assist with maintaining accurate and up to date financial records and tracking payments.
- Provide support for financial operations platforms.

- Assist with the annual financial audit by gathering and organizing requested documents.

**Human Resources:**

- Assist with recruitment, hiring, onboarding, and orientation activities.
- Coordinate employee benefits administration, including health insurance, life insurance, retirement plans, and related programs.
- Maintain personnel records and HR documentation in accordance with organizational policies and applicable requirements.
- Assist with administration of employee policies, procedures, and the Employee Handbook.
- Serve as resource to employees for routine questions regarding benefits, policies, and HR processes, escalating issues to the Administrative Director as appropriate.

**Qualifications**

NERACOOS welcomes candidates with a range of educational and professional backgrounds. Successful candidates will have 3 – 5 years of direct experience and be able to demonstrate many of the following qualities:

- Strong organizational skills, with the ability to manage multiple responsibilities, prioritize tasks, meet deadlines, and maintain accurate records.
- Strong written and verbal communication skills, including the ability to draft clear professional correspondence, meeting materials, and other written communications.
- Attention to detail and accuracy, particularly when working with records, financial documents, employee information, and other administrative materials.
- Administrative and office management skills, including experience with record keeping, filing, and coordinating routine office activities.
- Ability to work independently while recognizing when questions, issues, or decisions should be brought to the Administrative Director or another member of the leadership team.
- Professional judgement and discretion, particularly when handling confidential employee, financial, organizational, or other sensitive information.
- Strong interpersonal skills and the ability to work effectively with staff, leadership, board members, and partners.
- Technology proficiency, including the ability to use new software and systems, such as QuickBooks Online or similar platforms.
- Reliability and follow-through, with the ability to take ownership of assigned responsibilities and complete tasks in a timely manner.
- Interest in supporting a mission-driven non-profit and working collaboratively as both a part of a small administrative team and the larger organization.

**Position Type**

This is a full-time (40 hours/week), FLSA Exempt position.

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**Salary Range**

\$55,000 - \$65,000 annual salary, dependent on experience, plus benefits including paid time off and health insurance.

**Work Location and Hours**

The NERACOOS office is in Portsmouth, NH. This position requires regular in-office workdays with flexibility to work remotely as needed. NERACOOS supports teleworking arrangements and is open to a hybrid schedule. Standard business hours are Monday through Friday 9:00 am to 5:00 pm, although the position will require travel throughout New England for up to 15% of the time and periodic work on weekends and in the evening as conferences, workshops, and other engagement opportunities dictate.

**How to Apply**

Submit CV, 1-page cover letter, and contact information for three professional references as a PDF to Emily Silva (emily@neracoos.org). Applications will be accepted through Friday, October 16, 2026. We will review applications after the application period ends and will contact selected candidates regarding next steps.

**Application Deadline**

October 16, 2026

**Anticipated Start Date:**

December 1, 2026

This may be adjusted based on selection process and candidate's availability.

*NERACOOS is an equal opportunity employer. We encourage applications from people of all backgrounds. For more information visit [www.neracoos.org](http://www.neracoos.org)*

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