



## Call for Applications: Office Manager

The Office Manager performs administrative, operational and financial tasks across all parts of Topos Institute to ensure scientific, program, fundraising, and other staff are adequately supported in their pursuit of the Topos mission. Duties include assisting principals in accounting, HR, office management, and events to perform tasks such as assisting with financial entries and maintaining organizational records. This role reports directly to the Finance and Operations Manager. Compensation for this position is between \$60,000-\$70,000 with benefits.

### Position Summary

- On-site office management
  - Manage building and office access with property management and visitor registration
  - Ordering supplies; may need set up and/or organization of some supplies
  - Maintain office inventory in detail
  - Maintain Topos' institutional calendars and regular staff communications
  - Serve as point of contact for healthy and safety matters
  - Schedule meetings with senior staff and outside advisors, such as board and audit committee meetings.
  - Serve as a point person for small renovations and moves
  - Maintain common areas of the office: refrigerator, counters, snacks, tables, other items as needed. Will also include setup and breakdown of events
- HR
  - Assist in maintaining organizational records, including HR/employee records
  - Serve as point person for all onboarding/offboarding activities for employees
    - Includes: job postings to ensure federal compliance
  - Ensure new employees are set up with a physical space, training plans and equipment (if necessary)
- Events
  - Manage internal-facing events including: team lunches, holiday party, staff appreciation, team building events, or other special events.
  - Manage external-facing events including: online seminars, scientific workshops, retreats, dinners, fundraising events.
- Finance
  - Bookkeeping to maintain timely financial records, including invoice generation and entering expenses work with the accounting team to perform the monthly close ensure
  - Keeping track of bill payments needed for the organization
  - Time-tracking as related to monthly close requirements

- Maintain donor CRM
- Assist the Finance & Operations Manager with grant administration as needed.
- Regularly convene with the Finance & Operations Manager and/or the CEO to discuss operational issues
- Other responsibilities may be assigned as identified by your manager

### **Required Skills & Abilities**

- Excellent communications skills, written and verbal (will need to communicate with a wide variety of people)
- Strong organizational and ability to juggle multiple tasks and detail oriented
- Strong analytical and critical thinking skills
- Interpersonal skills to be able to collaborate across all parts of the organization.
- Willing to ask questions, and excited to learn.
- Able to work independently.
- Excited about contributing to shaping the future of technology for public benefit.

### **Education and Experience**

- Relevant Bachelor's degree and a minimum of two or more years of experience in office administration; OR the equivalent combination of education/coursework and four years of related work experience.
- Experience with software platforms including gmail, google docs, QuickBooks Online, Notion, Zulip, and Bloomerang.
- Bookkeeping experience and familiarity with a research environment is a plus.

### **About Topos**

Topos is a mission driven organization that works to shape technology for public benefit by advancing sciences of connection and integration. Our strategic plan is at the center of all our work together:

<https://topos.site/strategic-plan>.

Joining Topos means joining an exceptional team deeply committed to using their talents for the betterment of society, and a future of technology that belongs to the public. After two years incubating the idea at MIT, we opened our Berkeley office in 2021, and are growing fast, with an office in Oxford (UK) planned for the coming year. We're looking for team members who are as excited as we are at pioneering a new organizational structure for prosocial and ethical development of technology, from basic research to tool development to societal impacts.

Topos is committed to ensuring that its team members thrive in their work and home lives. Topos offers competitive salary and benefits including medical, dental, and life insurance, 401k, paid sick leave, 18 days paid vacation annually, 13+ paid company holidays, and options for flexible working hours. We seek to provide working conditions comparable with top-tier academic research institutions such as MIT, Stanford, and UC Berkeley.

Location in Berkeley is required and we anticipate most work days will involve time in our Downtown Berkeley office; nonetheless our culture is one of trust and autonomy, and some work from home is common.

Topos is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. More than this, we are committed to building a team where diverse voices will feel respected and heard.

Topos team members are hopeful, curious and supportive of the team in our work. We are good teammates, work independently enough to take responsibility for our own contribution, and yet collaboratively enough that the results of our work make sense in the larger whole.

Further information about Topos Institute can be found on our website (<https://topos.institute>), including information about [our current team](#). See also our [blog](#), [YouTube](#), and [research homepage](#).

## **Apply**

If you have questions about this position, please send them to [jobs@topos.institute](mailto:jobs@topos.institute). Applications will be reviewed on a rolling basis until the position is filled. All offers of employment are contingent upon completion of a background check. Unfortunately, Topos is not able to sponsor visas for applicants without US work status.

To apply, please send an application comprising a cover letter and CV/resume to [jobs@topos.institute](mailto:jobs@topos.institute).

Please feel free to convey any information about preferred names and pronouns. Upon request, we are also able to provide reasonable disability-related accommodations during the application and interview process.

Join us in realizing our vision of a world where the systems that surround us benefit us all.