**Job Title: Laboratory and Program Manager**

**Reports to : BUGSS Executive Director and BUGSS Board of Directors**

**Work Schedule: Full time 40hr/wk – schedule varies according to needs and includes regular evening and weekend hours**

**Probationary period: 90 days**

**General Description:** This unique position will play a pivotal role in the successful growth of BUGSS whose mission is to expand access to and awareness of biological technologies. The Lab and Program Manager is responsible for the day-to-day operations of the Baltimore Under Ground Science Space, ensuring that the lab is a safe and effective facility for members, supports classes and events and promotes this citizen science space to the community.

**Summary of Essential Functions**

● Assist with the day-to-day operations and maintenance of the laboratory space, ensuring all equipment operates effectively and safely, the facilities are clean and efficient, records are complete and accurate, and supplies are stocked and available.

● Serve as an educational resource to support community lab members with related processes of laboratory work.

● Provide assistance to the Executive Director as needed.

● Serve as a representative of BUGSS to the larger community (provide orientation for new members to the lab space, host visiting media and donor representatives, provide a welcoming atmosphere to the public at open houses and lectures)

**Essential Duties & Responsibilities:**

● Serve as the health and safety compliance coordinator for BUGSS: conduct health and safety training for members and other lab users, maintain required health and safety documentation, performing routine safety checks and inventories and enforce health and safety policies, modeling safe lab practices, and generally ensuring lab safety.

● Monitor inventory and maintain equipment and supplies in the BUGSS lab.

● Provide technical guidance to BUGSS members.

● Coordinate, train, and supervise interns and student member volunteers.

● Manage the BUGSS website, Twitter, and Facebook accounts, including information regarding events and policies.

● Organize and schedule workshops, classes, and lectures. Order supplies. Register participants and assist running events.

● Promote BUGGS through community outreach, media presence, online marketing, and email.

● Perform other related duties as directed by the Executive Director.

● Insure member compliance with BUGSS policies

**Knowledge, Skills, and Abilities**:

**The candidate should be proficient in molecular biology and sterile technique. Knowledge of bioinformatics tools, digital fabrication technologies, microcontrollers, and the ability to perform minor repairs to lab equipment are a plus.**

**The candidate must be familiar with safety regulations and procedures for the safe operations of**

**BSL­1 and BSL­2 laboratories.**

**The candidate should be familiar with the DIY Biology movement and be a passionate supporter of its goals of democratizing access to biological technology**

**The candidate must be able to maintain a budget and provide detailed regular reports to the**

**Executive Director and Board**

**Strong organizational skills, ability to manage tasks, and to prioritize**

**Ability to collaborate with a diverse collection of Board members, BUGSS members, and the public**

**Excellent communication skills, including the ability to provide both written and oral reports to the**

**Executive Director, the Board and the BUGSS membership**

**Minimum qualifications:**

● BS in biology or related field

● 3+ years experience working in a molecular biology lab

**Preferred Qualifications:**

● MS or PhD in biology or related field

● 1+ years managerial and/or supervisory experience

● 1+ years experience in marketing or media relations

**Reporting to this position:**

● 0­5 interns

● 0­10 student member volunteers

**Conditions of Employment:**

● Candidate must pass a background check

● Regularly required to work evenings and weekends

● Employment is “at will”

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

● *Physical Demands:* While performing the duties of job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

● *Work environment:* While performing the duties of the job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal, but ear protection and personal protective equipment (PPE) is required at times.

* *Required Training:* Handbook Orientation, Anti-Harassment, Hazard Communication, Emergency Plans and Prevention, Personal Protective Equipment

Applications accepted until position is filled. Review process begins June 1st. Please submit a cover letter telling us why you want to work with BUGSS, a resume/CV, and names and contact information for three references. You will be notified prior to contacting references.