



## POSITION IN SCIENTIFIC ADMINISTRATION & SUPPORT AVAILABLE

**Job Title:** Operations Specialist

**Closing Date:** Open until filled

### Job Overview

The Gulf Shellfish Institute (GSI) is a non-profit, scientific research organization based in Palmetto, Florida dedicated to advancing shellfish aquaculture and restoration. GSI aims to facilitate, support and encourage increased production of shellfish in the Gulf region for both economic and environmental benefit. GSI believes that high quality seafood produced in an environmentally sustainable fashion can boost coastal economies, preserve and strengthen working waterfronts, improve coastal water quality, and support adjacent marine habitats.

We seek a dynamic Operations Specialist to assist GSI staff with the day-to-day functioning of a growing non-profit organization. The successful applicant will be able to fulfill a dual-purpose role, with most of their time spent on administrative tasks (~80%) and the remainder spent directly supporting scientific research staff (~20%). This position will report to the Executive Director, or other GSI Staff as determined by the Executive Director. Both part-time and full-time applicants will be considered.

### Responsibilities & Duties

Essential duties for this position include:

- Procurement of supplies and equipment
- Planning of group travel and preparation of travel authorizations
- Management of receipts using established workflows
- Compilation of quarterly invoices for multiple state and federal grants
- Management of budget spreadsheets
- Monthly reconciliation of bank accounts with internal records, project budgets, and payment requests
- Assisting with progress report preparation

Additional duties (as assigned by the Executive Director) may include:

- Routine husbandry of live organisms and maintenance of aquaculture systems
- Laboratory sample processing
- Field data collection aboard vessels and in-water work using snorkel (and if applicable, SCUBA)
- Social media and website management

## Qualifications

Minimum requirements:

- B.S. or B.A. in related field
- Proficiency with spreadsheet software
- Independent, flexible, and highly detail-oriented work style
- A desire to continuously improve processes and efficiencies
- Time management and organizational skills
- Ability to work in-person and remotely

Preference will be given to applicants with:

- Demonstrable experience in grant management
- Relevant scientific skills (field data collection, sample processing)
- Excellent interpersonal skills; ability to communicate effectively with a variety of audiences

## Compensation

Salary Range: \$45,000-55,000

Pay for this position depends upon qualifications and is available for one year, with the possibility of extension depending upon grant funding. Compensation for part-time applicants will be cost-adjusted to reflect the negotiated workload. The position includes voluntary enrollment in a 3% employer-matching 403(b) retirement plan. There are no other fringe benefits.

## How to Apply

Please submit a cover letter, including two professional references, and a CV/resume **as a single PDF** to:

Dr. Stephen Hesterberg  
Executive Director  
[hesterberg@gulfshellfish.org](mailto:hesterberg@gulfshellfish.org)