

Administrative Operations Coordinator

Position Title: Administrative Operations Coordinator

Department: Operations & Administration

Reports To: Executive Director and/Chief Administrative Officer

Location: Santa Monica, CA

Status: Full-Time

About CureScience Institute

CureScience Institute is a nonprofit translational research organization dedicated to advancing precision medicine, personalized therapeutics, and innovative approaches for cancer and complex diseases. Through scientific collaboration, bioinformatics, clinical partnerships, and patient-centered programs, CureScience works to accelerate discoveries that improve patient outcomes.

Position Summary

The Administrative Operations Coordinator serves as a key member of the CureScience operations team, supporting the day-to-day administrative and financial functions of the organization. This individual will help ensure organizational efficiency by managing invoices, tracking expenses, monitoring budgets, coordinating vendor relationships, maintaining records, and supporting internal operations.

The role is ideal for a highly organized professional who enjoys working across multiple areas of a growing nonprofit organization and supporting both scientific and administrative teams.

Key Responsibilities

Financial Administration

- Process invoices and maintain accounts payable records.
- Coordinate payment of vendor invoices and recurring organizational expenses.
- Track expenditures against approved budgets.
- Assist leadership with financial reporting and budget monitoring.
- Maintain organized financial documentation for audits, grant reporting, and compliance purposes.
- Coordinate with external bookkeeping, accounting, and payroll providers as needed.

Operations Support

- Support organizational purchasing and vendor management.
- Maintain contracts, agreements, and administrative records.
- Assist with onboarding paperwork and administrative processes for employees, consultants, interns, and volunteers.
- Coordinate insurance, licenses, subscriptions, and organizational renewals.
- Help manage organizational calendars, meetings, and operational deadlines.

Grants & Compliance Support

- Assist with grant administration and tracking of reporting deadlines.
- Maintain records required for nonprofit compliance and governance.
- Support board and committee meeting preparation, including meeting materials and minutes.
- Help organize documentation required for funders, auditors, and regulatory agencies.

Organizational Coordination

- Serve as a central point of contact for administrative requests.
- Support special projects assigned by leadership.
- Assist with event logistics, donor activities, and organizational initiatives.
- Help maintain operational systems and workflows that improve organizational efficiency.

Qualifications

Required

- Associate's or Bachelor's degree in Business Administration, Nonprofit Management, Accounting, Finance, or related field, or equivalent experience.
- Experience in administrative, operations, bookkeeping, or nonprofit support roles.
- Strong organizational and project management skills.
- Proficiency with Microsoft Office, Google Workspace, and cloud-based systems.
- Excellent attention to detail and ability to manage multiple priorities.

Preferred

- Experience working in a nonprofit organization.
- Familiarity with QuickBooks, accounting software, or budget tracking systems.
- Experience supporting grants, philanthropy, or research organizations.

- Experience working with remote and distributed teams.

Success Measures

The Administrative Operations Coordinator will be expected to:

- Ensure timely processing of invoices and payments.
- Maintain accurate financial and operational records.
- Improve administrative efficiency across the organization.
- Support compliance, grant administration, and organizational reporting.
- Help leadership maintain visibility into budgets, expenses, and operational priorities.

Why Join CureScience?

This role offers an opportunity to help build and strengthen the operational foundation of a growing nonprofit organization dedicated to advancing precision medicine and translational research. The Administrative Operations Coordinator will play an important role in supporting the people, systems, and processes that enable CureScience's mission.

How to Apply

Qualified candidates are encouraged to submit a resume and brief note of interest outlining their background and interest in the position.

Please email your resume and note of interest to chris@curescience.org.

CureScience Institute is an equal opportunity employer committed to fostering a diverse, inclusive, and collaborative environment that advances innovation and scientific discovery.