

VOLUNTEER OPPORTUNITY

(Updated: 11/19/2022)

Agency Name: SoundBio Lab

Agency Description: SoundBio Lab advances science equity by providing resources & education to the greater Seattle area. Through learning by doing, we enable community-driven contributions to science, foster interdisciplinary exploration, and encourage career development.

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Application Instructions: Please fill out the [volunteer application](#) specifying the position(s) for which you are applying.

Position Title: Inventory Management Assistant

Position Description: As a non-profit devoted to equitable science education, we need to leverage our limited resources to maximize our impact. An efficient and accessible inventory system helps us to utilize current resources better and track future resource needs. Inventory Management Assistants will aid in taking inventory of all existing chemicals, reagents, and consumables across all storage spaces, including all fridges and freezers, storage rooms, storage boxes, and offsite storage facilities (Tacoma). Volunteers will also help transfer inventory into the Quartzly digital platform and package consumables for use by members.

Qualifications:

No required qualifications, but experience with microbiology, molecular biology, biochemistry, bioengineering, or wet labs may be helpful.

Total number of weekly hours: 2 - 3, or more, as desired

Days/Hours: Flexible (during Lab Open Hours)

Number of openings: 3+ (Flexible)

Start Date: ASAP

Position Title: Equipment Management Assistant

Position Description: Our lab is smaller than our commercial and academic counterparts, so unused/under-utilized equipment takes up vital space for meaningful improvements. Equipment Management Assistants will aid in promoting a welcoming and inviting environment by:

- Taking stock of all equipment (both on- and off-site)
- Identifying which equipment is surplus
- Preparing surplus equipment for sale/donation
- Contacting potential buyers/recipients
- Manage relevant online equipment sales profiles
- Create/maintain sales posts

Qualifications:

No required qualifications, but experience with microbiology, molecular biology, biochemistry, bioengineering, or wet labs may be helpful.

Total number of weekly hours: 2 - 3, or more, as desired

Days/Hours: Flexible (during Lab Open Hours)

Number of openings: 3+ (Flexible)

Start Date: ASAP

Position Title: Laboratory Safety Assistant

Position Description: Laboratory Safety Assistants

At SoundBio Lab, we strive to make science accessible to everyone. Lack of accessible technical knowledge about safe equipment use is one such barrier. Laboratory Safety Assistants will help draft Standard Operating Procedures for all laboratory equipment. They will submit all drafts to the Lab & Research Committee for final approval. Laboratory Safety Assistants will also be responsible for designing updated instructional and informational signage in compliance with ADA visual standards.

Qualifications:

No required qualifications, but experience operating standard wet lab equipment is strongly preferred.

Total number of weekly hours: 2 - 3, or more, as desired

Days/Hours:

Number of openings: 2+ (Flexible)

Start Date: ASAP

Position Title: Workflow Automation Assistant

Position Description: The workflow Automation Assistant(s) will work closely with the Lab Manager to automate several critical administrative tasks such as processing project proposals, member onboarding, and consumable usage tracking. Automation Assistant(s) may work remotely, but all volunteers are welcome (and encouraged) to visit the lab during their assistantship.

Qualifications:

No required qualifications, but experience with at least one scripting language (Python, Javascript, etc.) and backend development skills are strongly preferred. In addition, experience with UX and front-end web development experience is a plus.

Total number of weekly hours: 2 - 3, or more, as desired

Days/Hours: Flexible (Remote)

Number of openings: 1-2

Start Date: ASAP