

SF Office Manager

Part-Time Contract, In-Person

Company Overview

We are a global startup accelerator based in San Francisco, dedicated to supporting early-stage startup founders. Our mission is to provide the resources, support, and network to help early-stage startups succeed. For each cohort, we select 15-20 promising enterprise startups to participate in our 6-month program, which includes curriculum, regular weekly meetings & lectures, events, and ongoing opportunities for coaching, mentorship, networking, and community. About half of our founders are located in the SF Bay Area, and we are actively working to grow our local community.

Position Overview

We are seeking an energetic and people-oriented Office Manager in San Francisco to support our weekly founder events, manage Alchemist's presence at our co-working space, and create a welcoming community for Alchemist founders and guests. All responsibilities for this role are located at Werqwise, our co-working space in downtown San Francisco where Alchemist has dedicated space and offers memberships to our in-person founders. This in-person position is central to keeping our local community connected and office operations working smoothly, with a focus on running founder programming and community events at Werqwise.

Responsibilities - *All responsibilities are located on-site at SF Werqwise*

- Facilitate Weekly Founder Lunches
- Facilitate Educational Speaker Sessions (with external guests)
- Assist with Other Community Events
- Office Management
- Community Building

Required Experience/Skills

- Warm, approachable, service-oriented
- Comfortable with basic tech setups (Zoom, HDMI, projectors, etc.)
- Background in hospitality, office management, or events
- Organized multitasker who stays composed under pressure
- Proactive and reliable—takes initiative and follows through
- Eager to roll up your sleeves and pitch in



Bonus Experiences/Skills

- Hospitality
- Communications
- Marketing

Other Details

- **Location:** Downtown San Francisco. (We do not pay for relocation or travel to office)
- **Work Arrangement:** In-person 2-3 days/week (depending on event needs) at Alchemist's co-working space in San Francisco.
- **Start Date:** ASAP, June 2025
- **Capacity:** Part-time, 5-10 hrs / week.
- **Salary:** Hourly rate.
- **Reporting Structure:** Reports to Program Director.

To apply, send an email with your cover letter and resume to support@alchemistaccelerator.com with the subject: “[Name] - Applying for Office Manager Position ATTN: Program Director.”