

## **JOB DESCRIPTION: OFFICE AND PROGRAM ADMINISTRATOR**

*Updated April 2023*

**REPORTS TO:** Executive Director

### **ROLE:**

- Support program managers with Maine Lakes initiatives, including LakeSmart, Look Out For Loons, policy, grassroots advocacy, development, and outreach programming, with administrative and other support as needed;
- Manage day-to-day office operations and administration.

### **RESPONSIBILITIES:**

- Manage Maine Lakes' donor database (Little Green Light), including adding new constituents and gifts, accounting for online donations, providing regular reports to the Executive Director and the board, analyzing donor giving and patterns.
- Support Maine Lakes' development efforts, including editing appeal letters, helping to create new donor solicitations and approaches, assisting with grant applications, submittals, and reports.
- Manage the Maine Lakes webpage (Branch CMS) by updating content, adding pages, images, etc., organizing content, and integrating on-going program needs.
- Monitor and support Maine Lakes social media outlets (mainly Facebook) by sharing content, creating new posts, managing messages and donations.
- Support the annual lakes conference by participating on the Conference Committee, working with board and other committee members, providing administrative support, and assisting with all aspects of the conference on the day of the event (typically a Saturday in June).
- Support Maine Lakes programming such as LakeSmart and Look Out for Loons by helping program managers with administrative tasks, updating program outreach pieces and webpages, communicating with volunteers, editing outreach pieces, reports, and presentations.
- Maintain a professional and organized office environment by ensuring the main phone number (cell phone) is monitored during the week and messages are returned or forwarded in a timely manner; responding to email and web inquiries; communicating with other staff as needed; checking the mail at least weekly; and making regular bank deposits.
- Help manage email communications with members (Constant Contact) by editing the monthly e-news, occasional grassroots advocacy alerts, and other special messaging to constituents.

**KNOWLEDGE AND SKILLS:**

- Minimum high school diploma or equivalent (associate or bachelor degree preferred).
- Proven success managing an office environment and working as part of a team.
- Excellent written and verbal communication skills.
- Competence with Microsoft office products (including Teams).
- Experience working with Little Green Light, Constant Contact, Branch CMS, and QuickBooks Online helpful but training for these programs can be provided.
- Excellent organizational skills and ability to manage competing priorities and deadlines.
- An interest in lake science and working with volunteers desirable.

**WORK ENVIRONMENT:**

Office space is available in Yarmouth, Maine, with support for remote work space available. Some time each week in the Yarmouth office to work with other staff and to pick up the mail each week is important. Some state-wide travel with occasional night or weekend work required.

**COMPENSATION:**

As of April 2023, the pay rate is \$19.00/hour for 20 hours/week on average. Benefits include a 3% contributory retirement option, pro-rated vacation time starting at three weeks in the first year of employment, and 11 pro-rated holidays.