

Maine Lakes Job Posting Office and Program Administrator



December 19, 2025

- Part Time (20-24 hours/week)
- Permanent, year round
- Based in Yarmouth, with remote opportunities
- Generous vacation and holiday pay
- Matched retirement up to 3%
- \$22.00/hour

Maine Lakes is looking for an organized, detail-oriented individual to manage our day-to-day office operations and to support our lake protection programs. Schedule is flexible depending on the candidate's needs and can be either in-person at the office in Yarmouth or a mix of office and remote locations. The position requires someone who is flexible and able to respond to shifting priorities when needed. Ability to assist with overall organizational planning and operations appreciated. Ability to work with and support remote colleagues is essential.

Duties for this position include:

- Managing our donor database (Little Green Light), including improvements to donor record systems
- Growing our development efforts with administrative support for appeals and other development initiatives
- Checking mail (PO Box in Yarmouth)
- Depositing checks and generating accounting reports (QuickBooks Online)
- Managing monthly e-news distribution lists (Constant Contact)
- Answering calls and responding to emails
- Managing sales and shipping
- Supporting programs including the annual lake conference, LakeSmart, advocacy and policy initiatives, and outreach.

Familiarity with above programs and systems helpful but not necessary for the right candidate. Please submit a letter of interest and a resume as one PDF to sgallo@lakes.me. We will begin reviewing applicants immediately and will continue until the position is filled.

Maine Lakes is a small but growing statewide organization with four year-round and several summer seasonal employees that works statewide to protect the health and resilience of Maine's lakes through education, outreach, and advocacy. Maine Lakes makes employment decisions without regard to age, color, race, religion, sex, sexual preference, national origin, genetic information, physical or mental disability, or any other protected status. Our commitment to equal opportunity employment reflects our goal to treat all employees and applicants with dignity and respect.

FMI, visit www.lakes.me.