JOB DESCRIPTION:
OFFICE AND PROGRAM ADMINISTRATOR

Updated November 2026

REPORTS TO: Executive Director

ROLE:

- Support program managers who direct Maine Lakes initiatives, including LakeSmart; policy and grassroots advocacy; development; and education/outreach programming; with administrative and other support as needed;
- Manage day-to-day office operations and administration, including phone calls, mail/donations, and email inquiries.

RESPONSIBILITIES:

- Manage Maine Lakes' donor database, including adding new constituents and gifts, providing regular reports to the Executive Director, and working with the Executive Director to analyze donor giving and patterns.
- Depositing checks and accounting for both checks and online donations in online accounting software.
- 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 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 but also LinkedIn and Instagram) 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, support for registration and the website; and assisting with all aspects of the conference on the day of the event (typically a Friday in June).
- Support Maine Lakes' LakeSmart program 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; making regular bank deposits; and managing some elements of online accounting.
- Help manage email communications with members 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, WordPress and QuickBooks Online helpful but training for these programs can be provided.
- Excellent organizational skills and ability to manage competing priorities and deadlines.
- Flexibility and understanding of a small nonprofit work environment
- 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. 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 November 2026, the pay rate is $24.00/hour for up to 30 hours/week on average. Benefits include a 3% contributory retirement option, pro-rated vacation time starting at two weeks in the first year of employment, and 13 pro-rated holidays.