Maine Lakes Job Posting
Office and Program Administrator

November 16, 2026

- Permanent, year round
- Based in Yarmouth, with remote work opportunity
- Generous vacation and holiday pay
- Part Time (24-30 hours/week, depending on candidate's skills/interest/availability)
- Simple IRA matched up to 3%
- $24.00/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. The position requires someone who is flexible, able to respond to shifting priorities when needed, and understands the challenges of small Non-Profit staffing and operations. Ability to assist with overall organizational planning and operations appreciated. Ability to work with and support remote colleagues is essential. 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.

Duties for this position include:

- Managing our donor database, including donor data and gift entry (Little Green Light) and maintaining/improving donor record systems and reporting
- Depositing checks and tracking online deposits (QuickBooks Online)
- Supporting development efforts (appeals, campaigns, and other development initiatives)
- Checking mail (PO Box in Yarmouth)
- Managing monthly e-news disbursement and distribution lists (Constant Contact)
- Answering calls and responding to emails
- Managing sales and shipping
- Monitoring and managing social media
- Supporting programs including the annual lake conference, LakeSmart, advocacy, 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 occasional 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.