



POSITION ANNOUNCEMENT

Job Title: Office Associate

Supervisor(s): Deputy Director

Employment Status: Full-time

Location: Auburn, Maine

Compensation: \$20.00 per hour, plus benefits

Lake Stewards of Maine (LSM) works to protect Maine lakes and to promote lake stewardship through widespread citizen participation in the gathering and dissemination of credible scientific information pertaining to lake health.

Organization Overview: Lake Stewards of Maine (LSM) is a 52-year-old, statewide non-profit organization dedicated to the training and support of more than 1,200 certified active volunteers who collect lake water quality data and screen lakes for invasive species. LSM's mission statement, above, provides the basis for goals and objectives of the organization. Funding for LSM comes from a combination of state grants, awards from private foundations, and donations from individuals and lake associations. State funding through Maine Department of Environmental Protection supports LSM's two main programs: Water Quality monitoring and Aquatic Invasive Species screening. Private grant funding is most often project-specific but on occasion may be used for general support as are most individual donations. Maintaining close communication with funders and volunteers is key to the organization's stability and growth. A significant portion of LSM's work is education of the volunteers who may become stakeholder leaders in their communities. Education continues following initial training in the form of webinars, an annual conference, newsletters, and website content; in addition, assessment and restoration guidance is provided when needed.

Position Overview: LSM is currently seeking a competent Office Associate to help support staff, our constituents, and the general public by ensuring up-to-date record keeping, assisting with special projects, interacting with the public via phone and email, and more. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

A variety of general office tasks will be involved, including accurate data entry, answering phones, inventorying supplies, processing incoming mail and preparing outgoing mailings, and keeping files organized. Willingness to learn new tasks and assist members of the staff team will be essential.

Office Associate Responsibilities:

- Entering data from field forms with accuracy and precision into databases and spreadsheets
- Entering volunteer (constituent) information into databases and spreadsheets
- Answering phone calls and directing callers to the appropriate staff member(s)
- Tracking and processing data pertaining to the work of LSM lake stewards
- Processing and shipping sales
- Assisting with general office tasks and organization
- Assisting with set up of workshops and events

Minimum Qualifications:

- Minimum high school diploma or equivalent
- Schedule and plan meetings and appointments
- Strong attention to detail
- Strong verbal and written communication skills
- Ability to work independently, and flexibly respond to changing priorities
- Experience with relational databases and data entry preferred
- Proficiency in Microsoft Office and Google Drive, experience with Microsoft Access database preferred
- Strong computer literacy skills, social media and website management a plus
- Dependability and professionalism
- Analytical abilities and aptitude in problem-solving

Application Process: Please send a cover letter, resume, and three references to stewards@lakestewardsme.org with the subject line "[last name] Office Associate Position." No phone calls, please. We will follow up with time slots for interviews and if you have any questions please direct them to stewards@lakestewardsme.org .

Deadline: March 17, 2023

Lake Stewards of Maine is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.