



### **ADMINISTRATIVE ASSISTANT/OFFICE MANAGER (AA/OM)**

Nonprofit trade association seeks enthusiastic, energetic administrative support staff

The Maine Aquaculture Association (MAA), is a nonprofit trade association that represents the state's aquatic farmers. Our members grow fin fish, shellfish and seaweed using a variety of methods. Our infrastructure members provide goods and services to the sector. Established in 1978, MAA is the oldest state aquaculture association in the country. MAA focuses on farmer training, business support, working waterfront advocacy, public outreach and education, and the development of innovative and proactive best management practices. MAA is seeking to fill a key position that supports and helps organize a creative and determined team.

The AA/OM will perform the following duties:

- Provide administrative support to the Executive Director (ED) and staff
- Under the direction of the ED, administer funds, maintain books, prepare invoices, track expenditures, and prepare an annual budget
- Run the day-to-day operations of the MAA office
- Schedule meetings and take minutes as necessary
- Coordinate and organize staff travel and calendars
- Provide member support services; help organize and staff special events in cooperation with the Outreach & Development Specialist
- Track and administer all special project funds; prepare and submit project financial reports in cooperation with the Project Manager
- Undertake special projects and duties as necessary in cooperation with staff

A successful candidate will have the following qualifications and attributes:

- Substantial skills and experience working in Microsoft Office, QuickBooks, and Google Workspace
- Customer service training and/or experience and good people skills
- Organized, detail oriented, professional, energetic, and diligent
- Excellent written and verbal communication skills
- Willingness to learn from and contribute to a dynamic, can-do team
- Experience in nonprofit or business administration and project management is an asset
- Experience in aquaculture, marine biology or related field not necessary but also an asset

Location: Augusta area

Salary: commensurate with experience

Deadline to apply: December 22<sup>nd</sup>, 2021

To apply, please send a resume and cover letter to [sebastian@maineaqua.org](mailto:sebastian@maineaqua.org) with "Administrative Assistant/Office Manager" in the subject line. Description will be posted until the position is filled.