



### **EXECUTIVE ASSISTANT/OFFICE MANAGER (EA/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 finfish, 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 EA/OM will perform the following core office functions:

- Run the day-to-day operations of the MAA office
- Provide administrative support to the MAA Executive Director (ED)
- Administer all HR and payroll functions
- Administer MAA funds, maintain MAA books, prepare invoices, track expenditures, and assist in the preparation of an annual budget under the guidance of the ED
- Schedule MAA meetings and take minutes as necessary
- Track state and federal legislation in cooperation with the ED
- Coordinate and organize staff travel and calendars
- Provide member support services in cooperation with the Communications Manager (CM)
- Organize and staff special events in cooperation with the CM
- Track and administer all special project funds; prepare and submit project financial reports in cooperation with the Project Manager and CM
- Undertake special projects and duties as necessary in cooperation with MAA staff

A successful candidate will have the following qualifications and attributes:

- Strong skills and experience in Microsoft Office Suite, QuickBooks, and Google Workspace
- Customer service training and/or experience and good people skills
- Excellent written and verbal communication skills
- Professional, organized, detail oriented, diligent, and energetic with a can-do attitude
- Willingness to learn from and contribute to a dynamic team
- Ability to travel, primarily within Maine
- Ability to lift at least 50 lbs

Preferred, but not required:

- Experience in nonprofit or business administration and/or project management
- Knowledge of aquaculture, fisheries and/or marine biology

**Location:** 339 Water Street, Gardiner, Maine

**Salary range:** \$38K-\$48K annually, commensurate with experience

**Start date:** July 1st, 2023

**Benefits:** 2 weeks paid vacation plus 10 paid holidays and flexible PTO, monthly HSA contribution

To apply, please email your cover letter, resume, and a minimum of three professional references to [sebastian@maineaqua.org](mailto:sebastian@maineaqua.org) with the subject line: Office Manager

**Deadline:** applications submitted prior to June 30th, 2023 will be given priority. Those submitted after will be considered on a rolling basis.

The Maine Aquaculture Association is an equal opportunity employer.