Maine Audubon is hiring a Conservation Administrative Assistant to join its dynamic team based in Falmouth, ME. Since 1843, Maine Audubon has worked to conserve Maine’s wildlife and wildlife habitat by engaging people in education, conservation, and action.

**Position Overview**
We are seeking a part-time Conservation Administrative Assistant to be based at Gilsland Farm Audubon Center in Falmouth (some remote work possible). The Conservation Administrative Assistant plays a critical role for the Conservation Department by providing administrative, technical, clerical, programmatic, and database support. The assistant helps make the rest of the team look and work better! This position reports to the Director of Conservation and supports all other regular and temporary Conservation and Advocacy staff.

**Essential Duties and Responsibilities**
Over the course of the year, we need help for the following tasks, but not all at the same time:

- Provides general program support as needed, e.g. organizes outreach materials and information packets for Community Science volunteers; coordinates registration, speakers, agendas, facilities, and sustenance for workshops; prepares packets of information for workshops; and manages data for Community Science volunteer surveys.
- Acts as the primary Administrative Assistant for all programs in the Conservation and Advocacy Departments, including responding to general inquiries by phone and email; purchases supplies and equipment; and submits invoices.
- Helps coordinate hiring of seasonal biologists or other temporary Conservation positions; may participate in interviews in some situations.
- Occasionally assists with field work and workshops; and conducts background research on specific topics.
- Updates and manages department databases and contact with volunteers and landowners as needed.
- In coordination with Communications, oversees production of major publications and promotional material such as technical reports, brochures, flyers, and stickers. Also updates calendar listings of programs and workshops.
- Recruits and supervises volunteers to help with general clerical work, seeks, trains, supervises and assists volunteers and interns assigned to specific projects.
- Updates Conservation pages on Maine Audubon website, including editing existing pages, adding new material, and adding links to reports and other publications as needed.
- Assists with grant writing and reporting as needed.
• Other duties as needed and assigned.

**Qualifications**

• A minimum of two years’ experience in an administrative position, preferably as part of a team in a fast-paced nonprofit office.
• Excellent interpersonal skills, including ability to interact positively and enthusiastically with the public and professional partners.
• Strong organizational skills, attention to detail and the ability to work independently, take initiative, and prioritize work.
• Exceptional skills in editing and word processing (MS Word), including familiarity with preparation of reports, manuscripts, charts, tables, and flyers.
• Proficiency with spreadsheets, databases, and digital slide shows.
• Experience with Gmail and Google docs, MS Publisher, Access, Excel, PowerPoint, and Word Press preferred
• Successful team player.
• Tolerance, patience, and good humor helpful.
• Knowledge of wildlife and environmental issues helpful.
• Willingness to develop new skills and knowledge on program issues as time permits.

We encourage you to apply even if you don’t meet 100% of the requirements but believe that you would be a good fit for this position.

**Physical Requirements/ Working Conditions**

Ability to use a computer for long periods. There is some heavy lifting necessary at times for this position (carrying trays of bulk mail, carrying boxes of reports, carrying program supplies and equipment, etc.). Preferably, the position also includes occasional travel and field work.

**Timing, Compensation, and Benefits**

This is a 16-20 hour per week job, flexible schedule, paying $18-19/hour, depending on experience. Some remote work possible. Availability for occasional travel, field work, and evening and weekend work preferred.

**To apply:** Please send a cover letter and resume to: conserve@maineaudubon.org with Conservation Assistant in the subject line. Please submit your application materials by Monday, August 28 when we will begin reviewing resumes; the job will remain open until filled.

*Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.*