

June 9, 2017

**Part-Time Administrative Assistant
Friends of Katahdin Woods & Waters**

Friends of Katahdin Woods & Waters, a citizen conservation organization independent of government, seeks an executive-support professional to start immediately, working two to three days a week in 2017 and possibly forward. Because this is a contract position, no benefits package is offered.

Initially, he or she will report to the Secretary of the Board of Directors. After an Executive Director is hired (expected this summer), the assistant will report to that person.

Duties:

- Set up and maintain database of members.
- Maintain and further develop FKWW's website.
- Handle all financial transactions and keep books.
- Handle all inquiries and correspondence.
- Expand digital and hard-copy communications with the membership.
- Arrange board and committee meetings.
- Take and distribute meeting notes.
- Perform other duties as requested.
- Contribute spirit, joy, competence to the mission.

Qualifications:

- Notable accomplishment as an office manager or executive assistant, or in a like position.
- Excellent administrative, bookkeeping, writing and communications abilities.
- Computer proficiency in Word, Excel, etc. (FKWW uses Salsa database.)
- Owns computer capable of running those applications, and has high-speed internet access.
- Ability to maintain a WordPress platform website.
- Experience with social media outreach (Facebook, Twitter, Instagram, e.g.)
- Friendly phone manner.
- Can pass background check and is bondable.
- College degree preferred.

Work Location:

- Flexible depending on the circumstances.
- Working from home is possible.

Compensation:

- Hourly wage at general market rates to be negotiated.

Email Letter and Resume by July 5 to:

Cathy Johnson (cjohnson@nrcm.org)
Secretary of the Board
Friends of Katahdin Woods & Waters
c/o Natural Resources Council of Maine
3 Wade Street
Augusta, ME 04330

No calls, please.

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The mission of **Friends of Katahdin Woods & Waters** is to preserve and protect the outstanding natural beauty, ecological vitality and distinctive cultural resources of Katahdin Woods and Waters National Monument and surrounding communities for the inspiration and enjoyment of all generations.

A sixteen-member board of directors manages FKWW. The nonprofit raises funds supporting the monument, defends it against threats, mobilizes volunteers for site projects, lobbies legislatures and agencies and represents users in the betterment of monument operations.

Please review our website before applying:
www.friendsofkatahdinwoodsandwaters.org