



OPERATIONS MANAGER & PROGRAM SPECIALIST

Maine Humanities is looking for a new colleague to join our dynamic team. At MHC, we use books, poetry, history, and big ideas to foster meaningful connection and positive change in communities throughout Maine.

MHC is in the process of aligning our work with diversity and equity-based principles in order to acknowledge and address the marginalization that exists in our culture and within the humanities. We are stronger the more fully we see and reflect the diversity of our communities. We work toward equity, accessibility, inclusion, and representation of diverse experiences and perspectives. Our work takes the long view, takes humanity seriously, and requires commitment and delight. We invite you to apply.

As we grow our staff, the MHC is committed to enhancing our connections in the most rural parts of Maine. While our offices are located in Portland, most of the job will be remote work, and we invite candidates from outside of Portland – and particularly from rural areas – to apply. **The person in this role will be expected to work from our Portland offices at least one day a week.** As we continue to expand our reach to all people living in Maine, we are excited to offer programming and opportunities that are accessible to people traditionally underrepresented in the humanities, including people who speak languages other than English, people with disabilities, and people from diverse racial and ethnic backgrounds. We particularly invite candidates with roots and connections in these communities to apply.

Our work environment at the MHC is collaborative and team-focused. We value a work environment where the ideas, perspectives, and work of all staff members can move us forward.

The Operations Manager & Program Specialist will be responsible for the following:

Grants Administration

- Coordinating with staff and creating systems to track grant spend downs and deliverables.
- Coordinating with staff to complete and submit all required reports (mid-term, annual) to National Endowment for the Humanities (NEH).
- Serving as the Institutional Grant Administrator (IGA) for all NEH funds.

Managing Contracts with Scholars and Facilitators

- Coordinating with program coordinators and staff accountant to draw up and pay out contracts.
- Communicating with scholars and facilitators to send and receive contracts.

Supporting Public Programming

- Working with staff to plan and coordinate *Readers Retreat*, one of MHC's annual public events.
- Working with staff to plan and coordinate *Big Question*, one of MHC's annual public events.

We are excited to read applications from people with a wide range of work and life experiences. The candidate we'd like to hire should possess some combination of the following:

- Excellent organizational skills and a capacity to attend to important deadlines.
- Ability to prioritize tasks and to keep multiple projects moving forward at the same time.
- Ability to work from our offices in Portland at least one day a week.
- Proficient computer skills, including Microsoft Office, Google Apps, email, etc. - regular use of Excel is a component of this job.
- Excellent written communication skills with an openness to feedback.

Candidates will feel most comfortable in this work environment if they bring:

- Skill and enthusiasm for working with community partners.
- Skill and enthusiasm for deepening engagement with a wide variety of audiences through programs grounded in books, poetry, history, and big ideas.
- Experience working in a collaborative, dynamic work setting.
- Flexibility and a creative approach to problem-solving.

Maine Humanities offers generous benefits for employees, including medical, dental, vision, and ample paid time off. The starting pay range for this position is \$60,000-\$68,000, depending on experience. Please submit cover letter and resume with contact information for 2-3 references to info@mainehumanities.org. Applications due by January 6th, 2023.