



Hybrid Office Administrator

Location: Remote, with in-person hours once a month

Reports to: Executive Director

Compensation: \$30/hr.

Hours: Up to 40 hours a month

Organization Overview

Maine Humanities is a statewide nonprofit organization that uses books, poetry, history, and big ideas to bring people together to discuss issues of importance. We are a collaborative program partner, a grant-maker, and a connector of people and communities. We are deeply invested in Maine's communities and cultural economy.

Position Overview

Maine Humanities is seeking a highly organized, efficient, and proactive contract office administrator to support our operations and building management. This is a highly administrative, part-time contractor role for someone who thrives on logistics, organization, and creative solutions. This is a task-oriented position that requires responsiveness as well as attention to detail and deadlines. The ideal candidate will be adept at providing off-site support for projects, communicating with external contractors, and sifting through an inbox with precision.

This position is primarily remote, with in-person hours once or twice a month. We are looking for candidates who can easily travel to our Portland office.

Key Responsibilities

- **Donation Support/Processing:** Processing mailed and electronic donations; donor database entry and management; sending fundraising letters to donors.
- **Administrative & Board Support:** Manage documents, filing systems, and notes; track tasks and deliverables; prepare agendas and coordinate logistics.
- **Inbox Management:** Monitor the organization's informational email inbox, responding to emails when appropriate, and forwarding to other staff when appropriate.
- **Programmatic Support:** Support with public program logistics; participant database entry and management.
- **General Building Maintenance:** Liaise with contractors to schedule building maintenance; keep track of structural building needs; coordinate with staff to track building needs. Liaising with contractors may require meeting them on-site.

Qualifications

- 5+ years of experience in operations, administration, or related roles.
- Excellent written and verbal communication skills.
- Able to handle some degree of ambiguity, change, and direct feedback without becoming overwhelmed.
- Efficient and detail-oriented with exceptional organizational skills.
- Comfortable working behind the scenes and taking ownership of logistical tasks.
- Exercises sound judgment and maintains discretion when handling sensitive information.
- Comfortable working remotely with strong time management skills.
- Experience preferred with Microsoft 365 suite, SharePoint, and Filemaker (or similar CRM).
- Experience in nonprofit, startup, or mission-driven organizations is a plus.

Compensation & Benefits

The rate for this contractor role is \$30/hr. with a commitment of no more than 40 hours per month. We offer a flexible, remote work environment and encourage a healthy work-life balance.

We are excited to read applications from people with a wide range of identities, as well as work and life experiences. Please submit a cover letter and resume with contact information for references to info@mainehumanities.org. Application deadline: **Monday, June 8th.**