



ADMINISTRATIVE ASSISTANT JOB POSTING

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Join a mission-driven land conservation organization as an Administrative Assistant, providing support to a dynamic team and Executive Director who value initiative, discretion, and strong organizational skills.

Based in Camden, Coastal Mountains Land Trust is a local non-profit land conservation organization that works to permanently conserve land and connect people with nature in the Western Penobscot Bay region of Maine. The organization serves 16 communities between Rockport and Prospect and has permanently conserved over 13,500 acres of land since 1986.

Position Summary

The Administrative Assistant provides essential administrative, organizational, and executive support to the Executive Director and staff of the Land Trust. Under the supervision of the Development Director, this position serves as a key point of contact among staff, board members, donors, community partners, and other stakeholders. This role provides direct administrative support to the Executive Director, coordinates communications and record keeping for the Board of Directors, manages data entry and gift acknowledgement processing, assists with office administration tasks, and supports a variety of other administrative projects and duties. This full-time, salaried, exempt position requires excellent communication and organization skills, attention to detail, a high level of discretion, and a deep commitment to the organization's mission and goals.

Areas of Responsibility:

1. Executive Director Support – 30%

- Partner with the Executive Director to enable effective time and project management and tracking of tasks and priorities;
- Co-manage the Executive Director's calendar, including scheduling appointments, coordinating meetings, and prioritizing the most urgent matters;
- Provide administrative assistance to the Executive Director, including drafting, editing, and formatting correspondence, emails, reports, and presentation materials;
- Assist with prepping meeting agendas and logistics, presentation slides, and other materials to ensure successful meetings;
- Help develop and maintain filing systems with the Executive Director;
- Coordinate meetings, including scheduling, sending reminders, and arranging catering when necessary.

2. Board & Committee Support – 25%

- Coordinate and organize Land Trust board meetings, including securing meeting locations, set-up of audio/visual tech, arranging food and other materials/logistics as needed;
- Record, draft, edit, and distribute Board meeting minutes;
- Prepare and distribute monthly update to Board and staff, and prepare and distribute Board meeting packets for each board meeting;
- Compile a monthly list of committee meetings for distribution to the Board;
- Maintain board calendar in coordination with staff and Board chairs;
- Prepare conference rooms and technology for Board and committee meetings;
- Coordinate food and beverage arrangements for Board meetings and other gatherings;
- Support staff in preparing and distributing Board communications, documents, and mailings;
- Participate in the Board Advancement Committee, supporting the committee chair in tracking and completing follow-up action items.

3. Development Program Assistance – 25%

- Assist with processing donations and accurately enter gifts and donor information into the organizations database - customer relationship management system;
- Create and mail gift acknowledgement letters and new member packets in a timely manner;
- Provide review and copy-editing for development and communications materials;
- Execute and distribute mailings including annual and spring membership appeals, prospect solicitations, and other special fundraising appeals;
- Assist with running database reports and performing mail merge for all major mailings;
- Provide support for donor events.

4. General Office & Other Duties – 20%

Office Administration

- Serve as the primary point of contact for incoming telephone calls and visitors, taking messages or directing to appropriate staff as necessary;
- Assist Operations and Finance Director with administrative projects.

Events & Outreach

- Assist with organizational events and outreach opportunities as assigned by Development Director.

Program Support Administration

- Provide occasional administrative support to Land Trust staff across all departments and program areas as assigned by the Development Director and the Executive Director.

Desired Qualifications and Attributes of Applicants

- Commitment to the mission of the Land Trust;

- A minimum of 3 years of administrative experience supporting senior staff, or be able to articulate how their experience and/or skills prepare them for the role as defined;
- Willingness to serve as an ambassador for the organization in the community and able to work effectively with board members, staff, volunteers, donors, community members and visitors;
- Embraces and supports a culture of access and inclusion;
- Articulate in public and possessing excellent interpersonal skills featuring tact, patience, diplomacy, flexibility, and helpfulness;
- Strong verbal and written communication skills;
- Ability to work independently and as part of a team as part of a small office environment;
- Detail oriented and possessing strong organizational, problem-solving and multi-tasking skills with attention to detail and deadlines;
- Possesses rigorous standards of discretion and confidentiality with sensitive information;
- Experience with and/or ability to learn customer relationship management software systems;
- Ability to effectively operate computers and assigned software, including the Microsoft Office suite and ability to learn additional software needed for the fulfillment of job responsibilities;
- Minimum of a Bachelor's or experience commensurate with the needs of the position;
- Initiative in recognizing needs for the efficient and effective organization of the Land Trust's administrative needs;
- A valid vehicle driver's license and use of personal vehicle with proof of insurance.

This position is based out of the Land Trust's Camden office with occasional travel to meetings and events through Knox and Waldo County required.

Coastal Mountains Land Trust offers comprehensive benefits including health, dental, SIMPLE IRA retirement plan, paid time off, and more.

The salary range for this position is \$50,000 to \$54,000.

To apply: Please send resume and cover letter to info@coastalmountains.org, with "Administrative Assistant" in the subject line. We encourage you to apply even if you don't meet 100% of the requirements but believe that you'd be great at this role. Application Review begins on August 18 but the position will remain open until filled.

Coastal Mountains Land Trust is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.