

Maine Women's Fund

The Maine Women's Fund is a philanthropic and leadership community for women in Maine. Our community enables women to use their vision, voice, and resources to create lasting change for everyone. Through our grantmaking, we aggregate our resources to fund programs that build economic security for women and girls, and through them, our broader communities. Our leadership programs provide resources, community, skills, and experience that enable women to tap fully into their leadership potential in service to others and in their personal and professional lives. As an organization, we are consensus driven, and work best when everyone is offering their insights and ideas. We believe in bold thinking and joyful actions, and try to live that in all aspects of our work.

Administrative Assistant

The Maine Women's Fund seeks a self-starting, energetic, and driven team member to provide administrative assistance. Based in Portland, the Administrative Assistant will be responsible for managing day-to-day office operations, providing executive and program support, assisting our communications efforts, coordinating events and program logistics, and supporting our back-end operations. This is a 30-hour/week (hours flexible over 4-5 days/week), salaried position with paid vacation. Start Date: as soon as possible.

Essential Functions

- Coordinate and provide logistical support for events hosted by Regional Advisory Councils across the state, including open houses, brown bag discussions, and thematic programming.
- Work with Executive Director to build capacity of volunteer-driven Regional Advisory Councils (RACs) in Bangor, Midcoast, L/A, and Portland.
- Provide program assistance to the New Girls Network, Women Standing Together, and our grant making efforts.
- Manage annual spring fundraising event logistics and details, including oversight of staff and volunteer assignments and deadlines.
- Assist back-end operations through activities such as list maintenance, contact and data entry, data reports, and mailings.
- Maintain general office operations, including accounts payable.
- Assist our communications program by editing materials.
- Manage office volunteers and interns.
- Support the Executive Director with scheduling, correspondence, and network maintenance.

Required Skills and Experiences

- Excellent verbal and written communication skills
- Superior attention to detail
- Experience managing and coordinating event logistics and/or general office operations
- Strong lateral management and initiative
- Experience using Excel, or the equivalent; electronic content management systems preferred but not required
- Strong project management skills and demonstrated leadership

To Apply

Send cover letter, resume, references, and a writing sample (no more than 1 page) by Wed. Feb 16th to elizabeth@mainewomensfund.org or via mail to: Elizabeth Stefanski, Maine Women's Fund; 565A Congress Street; PO Box 5135; Portland, ME 04101. Resumes will be reviewed and interviews will be scheduled on a rolling basis.