

**Maine Association of Mediators (MAM) seeks
part-time Administrator for its statewide organization**

Summary of Duties:

This is a part-time flexible position. Duties include managing the Association's bank account; collecting and handling mail; handling telephone calls and emails; managing website content, changes and announcements; maintaining the membership database; and assisting with setting up events' sites and event registrations. Basic bookkeeping skill include paying bills, preparing monthly financial reports, filing tax forms, and other duties as required by MAM that reasonably fall within the scope of responsibilities for someone in this position. Virtual or on-site attendance at events and bi-monthly meetings is required. The position reports to the Board of Governors primarily through the Treasurer and the President.

Job Requirements:

Demonstrated experience with basic office procedures and new technology (Wild Apricot website content and payment processing, Quickbooks), excellent communication and collaboration skills, ease with self-starting, and efficient planning skills are required. Non-profit organization and/or conflict resolution experience is preferred but not required. The work is anticipated to take 10 to 15 hours per month, and up to 25 hours per month with consideration for event planning (3-5 events annually) and remunerated at \$20.00 per hour.

Application:

By or before March 10, 2021, please submit a cover letter and resume with references to Liz Andrews, MAM Administrator, via email at administrator@mainemediators.org or by regular mail to Liz Andrews, Administrator, Maine Association of Mediators, P.O. 8187, Portland, Maine 04104.