

Eastern Trail Alliance, PO Box 250, Saco, ME 04072

## Office Manager (part-time)

Are you interested in a part-time position with flexible hours supporting the mission of the Eastern Trail Alliance to continue its vision of a 100% off road recreation/transportation greenway in southern Maine?

If you enjoy a fun environment, meeting great people, are comfortable and happy working with details, computers and graphics, connecting with our members/potential members, working with the Media, interacting with many local organizations and being part of the Eastern Trail mission, this is for YOU!!!!

The Office Manager is responsible for assuring the operations of the Eastern Trail Alliance function smoothly. She/he reports to the ETA Director and works together with the board and staff to add more off road miles to this wonderful resource.

### Responsibilities:

- Office management: answer the phone, process mail, order supplies, oversee computers and office equipment, maintain office organization
- Bookkeeping assistance to include processing checks, filing invoices and receipts, making bank deposits, and communicating with the ETA accountant
- Fulfill online trail guide orders, solicit and process retail trail guide sales outlets
- Membership support functions including: maintain membership database, process incoming membership renewals and new memberships, generate thank you letters, and conduct monthly membership renewal mailings, generate membership reports
- Track donations and ensure appropriate organizational follow up with donors, sponsors and members, maintain all tracking logs, calendar updates
- Assist with design and dissemination of e-newsletters and appeal letters
- Designs and produces layout for ET publications (Annual Report booklet, promotional posters and pamphlets)
- Work with the Web Manager to edit and update the Eastern Trail Alliance website
- Provide administrative support to other part-time staff
- Assistance with supporting events, such as the fundraising gala, MLR, board and other meetings throughout the year
- Supervise office volunteers, assists in recruiting volunteers for events, works closely with volunteer Ambassador Program

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- Manages literature dissemination, ensuring all kiosks are well stocked, sends literature to Chambers of Commerce, various retail outlets
  - Responsible for media and social media outreach – posting events and notices, monitors and responds to Facebook and Instagram inquiries

Requirements:

- Excellent organizational skills
- Excellent written and oral communications skills
- Strong customer/member service skills
- Ability to multi-task, manage multiple priorities, and take ownership of areas of responsibility
- Strong computer, social media and internet literacy
- Proficiency in using Microsoft Office Suite, Adobe Illustrated, In Design (or similar graphics programs), willingness to learn new technologies as they arise.
- Proficient in database management; Donor Perfect preferred
- 2-4 years of work experience in an office environment
- Maintain a current, valid driver's license; Must have use of a personal vehicle (mileage will be reimbursed)
- Ability to carry 40 lbs.
- Available for evening and weekend meetings and events

**Interested? To apply:**

Please submit a cover letter and a resume with 3 references addressed to [info@eastertrail.org](mailto:info@eastertrail.org) with Office Manager in the subject line, or via snail mail to ETA, P O Box 250, Saco, ME 04072. Please visit [www.eastertrail.org](http://www.eastertrail.org) website for more information on the ETA. The Eastern Trail Alliance is an equal opportunity employer.

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