



## **NOW HIRING Program Assistant**

The 30 Mile River Watershed Association (30MRWA) is seeking a part-time Program Assistant. The Program Assistant supports a wide variety of activities across all program areas, communications, fundraising, and administration. The Program Assistant reports to the Executive Director and will be based out of 30MRWA's office in Farmington, Maine. The position is part-time (20 hours/week, on average). Some weekend and evening work will be required.

### **Duties and Responsibilities\*:**

#### Communications

- Write and distribute monthly electronic newsletter, press releases, social media postings and articles for town and lake association newsletters
- Lead development of Annual Report
- Maintain the website

#### Fundraising

- Maintain the donor database, process donations and send thank you letters
- Coordinate production and mailing of spring and year-end appeal letters

#### Courtesy Boat Inspections

- Coordinate the Courtesy Boat Inspection program that provides inspections at four boat launches throughout the watershed
- Recruit, schedule, supervise and train CBI staff and volunteers

#### Special Events

- Coordinate the Annual Paddle Trek and other events

#### Administrative

- Maintain membership databases
- Provide general administrative and office support

*\*Specific tasks will change from time to time, as assigned by the Executive Director, to meet the needs of the organization.*

### **Qualifications:**

- Proficiency in Microsoft Word, Excel, and Publisher with the ability to quickly learn new software
- Strong communication skills, both written and verbal
- Well-organized work style with attention to detail
- Ability to work independently, as well as cooperatively
- Commitment to the organization's mission
- Bachelor's degree (preferred)

To apply, submit a resume and cover letter by **October 31<sup>st</sup>** to Lidie Robbins, Executive Director, at [lidie@30mileriver.org](mailto:lidie@30mileriver.org). The position will begin as soon as possible. Pay dependent on experience.

*30MRWA is a non-profit organization formed to “to preserve, improve and protect land and water quality in the watershed.” The “30 Mile River” refers to a connected chain of ponds, lakes and streams in Central Maine. Formed in 2008, 30MRWA is a coalition of eight lake associations, seven municipalities, and two conservation organizations that have common goals and interests in protecting the watershed. To learn more, visit [www.30mileriver.org](http://www.30mileriver.org).*