

Administrative Assistant (Part-Time, Remote, 1099 Contractor)

High Peaks Alliance - 12 hours per week

About High Peaks Alliance

High Peaks Alliance is a volunteer-driven, nonprofit organization dedicated to protecting Maine's High Peaks Region while ensuring continued public access and traditional recreational uses. Since 2007, we have brought together hunters, hikers, birders, anglers, loggers, snowmobilers, ATV riders, guides, and other outdoor enthusiasts to promote land conservation, maintain trails, support recreation, and advocate for balanced stewardship of this special landscape.

Position Overview

We are seeking a reliable, organized, and detail-oriented Administrative Assistant to provide essential support to our small team. This remote, part-time 1099 contractor role involves approximately **12 hours per week** and will report directly to Executive Director Brent West and Director of Engagement Amanda Laliberte. The ideal candidate is proactive, comfortable working independently in a remote environment, and passionate about conservation, outdoor recreation, or Maine's natural heritage.

Key Responsibilities

- Manage calendars and scheduling for Brent West and Amanda Laliberte, and coordinate meeting logistics with board members, volunteers, partners, and stakeholders.
- Handle email correspondence and draft routine communications, working from provided templates and messaging guidance.
- Use Little Green Light to maintain membership and donor records, process renewals, update statuses, and support acknowledgment letters.
- Organize and maintain digital filing systems in Google Drive, ensuring grant, event, and donor documentation is easy to locate and versioned correctly.
- Use Trello to track all tasks: weekly priorities, grant deadlines, event tasks, follow-ups, and other agreed-upon action items.
- Support event planning and coordination by confirming logistics, maintaining task trackers, and assisting with follow-through for meetings, webinars, volunteer workdays, fundraising events, and community outreach.
- Prepare meeting agendas, take minutes as requested, and track/assist with follow-up on action items.
- Help maintain the organization's digital presence by posting or scheduling approved announcements and updates in WordPress, and support social media with posting pre-drafted content.
- Assist with basic grant administration by tracking deadlines, organizing supporting documentation, and helping prepare reports using provided materials and instructions.

- Support light financial administration, including expense tracking, invoice processing, and reimbursement requests.
- Conduct light research on conservation, recreation, and/or funding opportunities when requested.
- Perform other administrative duties as needed to support the mission of High Peaks Alliance, within the agreed 12 hours per week.

Qualifications

- 2+ years of administrative experience (nonprofit, conservation, or outdoor/recreation sectors a plus).
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Google Workspace (Gmail, Meet, Docs, Sheets, Drive), Microsoft Office, and common tools like Zoom and Teams.
- Experience with CRM/membership software, Canva, or WordPress.
- Self-motivated and able to manage time effectively in a remote, part-time setting.
- Commitment to the mission of public access, conservation, and collaborative stewardship in Maine's High Peaks.
- Reliable internet connection and a workspace suitable for occasional video calls.

Details

- **Hours:** 12 hours per week (flexible schedule, with some core availability during standard business hours for team coordination).
- **Compensation:** Competitive hourly rate (commensurate with experience), paid as a 1099 independent contractor.
- **Location:** Fully remote (Maine residents preferred).
- **Start Date:** As soon as possible.

How to Apply

Please submit a resume and a brief cover letter explaining your interest in High Peaks Alliance and why you would be a great fit to Brent@highpeaksalliance.org. Applications will be reviewed on a rolling basis.

High Peaks Alliance is an equal opportunity organization. We celebrate diversity and are committed to creating an inclusive environment for all team members and volunteers.

We look forward to welcoming a new team member who shares our passion for keeping the Maine High Peaks wild and open!