

# Maine's First Ship

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## Operations Coordinator

### **Organizational Overview:**

Maine's First Ship (MFS) is dedicated to building and operating a reconstruction of the 1607 *Virginia*, the first English ship built in North America. Our mission is to promote an understanding and appreciation of Maine's shipbuilding heritage and the history of the Popham Colony as well as preserving the Bath Freight Shed as a home for *Virginia* and community activities. MFS has over 600 supporters, a working board of directors and dozens of active volunteers.

### **Position Overview:**

This job is a half-time administrative position working independently, and with the relevant Board committee chairs, to manage day-to-day operations of Maine's First Ship. The individual reports to the President of the Board.

### **Responsibilities and Duties:**

#### Office Manager

- Maintain donor database and provide thank you letters to donors
- Manage multiple e-mail lists, and QuickBooks contacts
- Payroll and payroll tax filings
- Provide clerical support for special events and development activities
- Be the initial point of contact for all incoming correspondence, whether by e-mail, social media, phone, or traditional mail
- Process updates for software, licensing, and membership in other organizations
- Collect mail from PO Box
- Maintain limited office hours- three 4 hour days

#### Volunteer Coordinator

- Maintain volunteer contact list/database
- Implement a board created volunteer recruitment strategy
- Communicate regularly with volunteers
- Maintain volunteer handbook
- Organize volunteer recognition events and rewards

#### Freight Shed Rental Events Coordinator

- Serve as primary contact person for all renters
- Schedule all rentals and events
- Coordinate hall preparation and clean-up
- Facilitate building access to renters and their service providers

### Publicity Assistant

- Maintain and update web site as needed
- Update social media (currently Facebook) weekly
- Facilitate poster and brochure distribution
- Post internal Google calendar updates
- Post events to media site listings and calendars
- Coordinate printing jobs
- Distribute newsletter and other mass mailings through Constant Contact

### Qualifications:

- Excellent computer skills including Windows and Microsoft Office. Experience with Constant Contact, QuickBooks, and WordPress desired.
- Ability to interact with diverse constituency
- Reliable and self-motivated with good communication and phone skills
- Experience working in an unsupervised setting.

### Compensation:

This is a 20hr/week, position that pays \$15- \$18/hr., depending on experience. It offers a flexible schedule, with some hours working from home.

Apply by e-mailing a cover letter and resume in PDF format to [mfs1@myfairpoint.net](mailto:mfs1@myfairpoint.net)

Applications due 2/18/2018

Maine's First Ship is a 501(c)3 educational non-profit.