



P.O. Box 90 | Yarmouth, ME 04096 | www.RRCT.org

The Royal River Conservation Trust (RRCT) is a 501(c)(3) non-profit land trust dedicated to the preservation of the natural, recreational, historical, and agricultural resources of Maine's Royal River watershed for present and future generations. RRCT is actively involved throughout the watershed's seven towns, providing volunteer opportunities and outreach to local communities and landowners.

Position Description

As a key member of RRCT's small and collaborative team (currently 2 FTE staff), the Administrative Coordinator will support the organization's daily operations, working in close coordination with the Executive Director, Stewardship Director, board, and standing committees. This part-time role is ideal for someone who is organized, tech-savvy, and passionate about land conservation and community engagement. This position is based in RRCT's office in Yarmouth, Maine, with flexibility for hybrid work.

Compensation: \$23-\$28 per hour, commensurate with experience. Position listed at 20 hours per week.

Duties and Responsibilities

- **Office Administration:** Maintain digital and physical files, manage incoming communications including volunteer inquiries and information requests, order supplies, and support general office operations.
- **Financial Support:** Process incoming invoices and donations. Prepare a weekly bookkeeping folder, providing accurate data reporting.
- **Development & Donor Relations:** Manage donor database, support fundraising efforts, and help coordinate donor mailings and acknowledgments.
- **Communications:** Help draft monthly e-newsletters, prepare social media content, maintain RRCT's website, and create periodic mailings in coordination with staff.
- **Events:** Assist with the planning and logistics for events and programming
- **Board & Staff Support:** Provide administrative support to staff, schedule meetings, and help compile meeting materials.

Experience, Qualifications and Skills

- Experience with database entry and report generation. Familiarity with donor databases, Webflow, and Constant Contact is a plus
- Previous administrative, nonprofit operations or bookkeeping experience preferred
- Strong computer skills, including proficiency with Microsoft Office products, Adobe Acrobat or equivalent, and preferably QuickBooks Online
- Meticulous attention to detail, organization, and recordkeeping
- Strong interpersonal communication skills and willingness to be an outward facing part of the team
- Excellent time management skills; ability to work independently and efficiently with little supervision
- Strong affinity for land conservation and community engagement
- Suitable transportation to RRCT's office in Yarmouth

Opportunity for Growth

While beginning as a part-time position, RRCT is a growing organization with a strong commitment to staff development. We envision future opportunities for the right candidate to take on expanded responsibilities in land protection, stewardship, environmental education, and deepen our community engagement work through partnerships and events. Contributions toward health benefits, IRA match and PTO would be available once the position reaches 30 hr/wk.

Application Deadline: July 3, 2025 (or until filled)

Contact: Chris Franklin, Executive Director, chris@rrct.org

To Apply: Please a one-page cover letter and resume in a single PDF file to chris@rrct.org with the subject line "Administrative Coordinator". Candidates who are selected for final interviews will be asked to provide three references with contact information.

Royal River Conservation Trust is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, gender identity, gender expression, sexual orientation, age, national

origin, disability, or any other aspect of identify protected by applicable federal, state, or local law.