Would you like to work with a collaborative, smart, dedicated group of policy, legal, and organizing professionals to advance economic justice in Maine?

**Job Summary:** This is an advanced office and systems management position for a small nonprofit legal services and economic justice organization in Augusta. The position provides administrative and technological support for all staff. The successful candidate will be able to plan, lead, manage, and implement projects. The candidate must be detail oriented and oversee a range of office functions. Work is performed under the supervision of the Development and Operations Director.

**About Maine Equal Justice:** MEJ is a nonprofit legal aid and economic justice organization located in Augusta, Maine that represents the interests of people with low income in the state legislature, before the courts and administrative agencies, and through outreach and organizing in the community. Maine Equal Justice focuses its work on many of the issues that affect people’s daily lives – access to adequate health care, housing, transportation and childcare; food and income security; and higher education and training.

**Representative Tasks:**
- Perform project management and follow a “roadmap” for the development, maintenance, and administration of Salesforce, G-Suite, and O365, with clear objectives to meet timelines and ability to provide training on systems in group or one-on-one settings.
- Monitor data integrity across systems.
- Maintain office systems, including phone and online services, schedule building maintenance and repair, orient new employees to computer systems, research and implement systems for efficiency.
- Process bi-weekly payroll, issue time sheets, accounts payable, reconciling monthly bank statements, maintain organizational and financial files, order and stock supplies.

**Knowledge, Skills, and Abilities:**
- Consistent follow through and detail oriented
- Supporting the forest and the trees-- ability to see the big picture of a project and break it down into manageable parts
- Optimistic approach and proactive, creative problem solving
- Clear written and verbal communications skills
- Ability to create new processes and systems to improve data accuracy and efficiency
- Experience in database management, support, reporting, and training
- Comfort and proficiency working with Office 365, Salesforce, Google Docs, and QuickBooks
- Knowledge of basic bookkeeping principles and practices, and office functions and procedures
- The ability to prioritize, multitask, work independently, and a willingness to learn

**Minimum qualifications:** A 3-5-year combination of education, experience, and training in office management, systems thinking and planning, and general office accounting and procedures.

**Licensing/Registration/Certification Requirements:** None

**Special Requirements:** None

**Salary and Benefits:** $40,000 – $50,000/year; health, dental, retirement; generous vacation, sick time, and holidays.

**To apply:** Submit a letter of interest and a resume addressed to Robyn Merrill, Executive Director, and emailed to hlipson@mejp.org, or mailed to Maine Equal Justice, 126 Sewall Street, Augusta, Maine 04330. (If submitting via email, the letter and resume must be sent as attachments --pdf’s preferred. Links will not be opened.) Applications will be accepted until March 20, 2020. More information about Maine Equal Justice can be found at www.MaineEqualJustice.org. We encourage people of color, members of the LGBTQ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.