



Maine Equal Justice

People Policy Solutions

Maine Equal Justice is hiring an Administrative Assistant to Help us Increase Economic Security, Opportunity, and Equity in Maine!

The Administrative Assistant ensures our advocates and attorneys can focus on direct services and systemic change by keeping our operations seamless and our donor relationships strong. The Administrative Assistant performs a variety of administrative and clerical tasks, including providing support to our staff. Work is performed under the supervision of the Office Manager and works closely with the Development and Finance Director and Operations Director.

This is a hybrid position based in Augusta, with a minimum of two regularly-scheduled days in-office per week and occasional travel within the state for meetings and events.

Maine Equal Justice is a nonprofit legal aid provider located in Augusta that represents the interests of people with low income in the state legislature, before the courts and administrative agencies, and through outreach and education in the community. Maine Equal Justice strives to increase economic security, opportunity, and equity in Maine, ensuring that people can access health care, food, income security, and higher education and training.

Representative Tasks:

- Ensures data integrity between development (Salesforce) and finance (QuickBooks) by accurately recording inbound and outbound funds.
- Processes incoming and outgoing mail, and makes bank deposits
- Assists with development activities by supporting individual appeals, ensuring sufficient supplies, printing, assembling, and mailing development communications, and preparing thank you notes to donors
- Provides administrative and in-person “boots on the ground” support for MEJ events and staff gatherings (occasional evenings or weekends)
- Monitors and replenishes office supplies needed like printer ink, toilet paper, copy paper, etc.
- Assists with posting jobs and coordinating applications, responds to applicants, and schedules interviews for the hiring committees
- Performs data entry and regular database cleanup/deduplication for the organization, and regularly updates contacts and mailing lists
- Responsible for the monthly lobbying report and other administrative filings
- Maintains inventory tracking of MEJ’s computer hardware and peripherals
- Other administrative duties as assigned

Knowledge, Skills, and Abilities:

- Basic bookkeeping skills/QuickBooks Online experience required
- Knowledge of computer programs, including Word, Excel, Outlook/O365, Google Docs. Salesforce and Asana experience preferred but not required.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and highly organized
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Desire and motivation to gain knowledge and develop skills to support nonprofit operations

Minimum Qualifications: A two (2) year combination of education, experience, and training in office administration/clerical work required.

Licensing/Registration/Certification Requirements: None

Special Requirements: Requires reliable and flexible transportation for errands and event support (mileage reimbursed at the federal rate).

Job Location: The Administrative Assistant may perform some of the job functions remotely and is expected to work in the Augusta office at least two (regularly-scheduled) days per week and to be generally available to come into the office during office hours as needed throughout the work week. Schedule may have some flexibility, to be determined between employee and supervisor.

Salary and Benefits: Salary range of \$56,000-\$62,000 based on experience. Health and dental insurance are provided, with premiums and deductibles mostly covered by employer, as well as employer-paid life insurance and short- and long-term disability insurance. MEJ offers retirement accounts with an annual employer contribution, generous vacation time (five weeks vacation in first year of employment), generous sick time, and 14 paid holidays per year.

To Apply: Submit your resume in pdf format, with your first and last name as the file name and responses to the three screening questions through our application form: <https://maineequaljustice.tfaforms.net/5185600> *Please do not use AI to write the answers to your screening questions; we want to hear directly from your perspective.*

Applications will be accepted until May 25th, 2026 or the position is filled. If you have questions before applying, please contact Nellie Nowak at admin@mejp.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.

Thinking about applying? Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.