



**Maine Equal Justice is hiring an Office Manager to  
Help us Increase Economic Security, Opportunity, and Equity in Maine!**

Maine Equal Justice has an immediate opening for a highly-organized, detail-oriented individual for a full-time (35 hours a week) Office Manager. The Office Manager position keeps the office running smoothly by carrying out a range of administrative, financial and support tasks. The role includes providing support to our administrative staff, ensuring daily office needs are fulfilled, and performing general administrative activities. Work is performed under the supervision of the Operations Director. This is a hybrid position with a minimum of two regularly-scheduled days in-office per week.

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:**

- Responsible for accounts payable/receivable, account reconciliation, and coordinating with MEJ's contracted bookkeeper as necessary
- Responsible for office building and equipment management/maintenance, and keeping consumables stocked
- Responsible for processing of incoming mail and bank deposits
- Responsible for processing payroll, enrollments for employee benefits, travel/training arrangements for staff, and coordination during hiring efforts
- Coordinates payments to individuals through our Build HOPE program
- Assists with file management, performs data entry, regular database cleanup, and report generation
- Provides support for Board and Board committee meetings as needed
- Completes and submits monthly/annual lobbying reports, and necessary business license renewals
- Documents administrative processes in the form of standard operating procedures and how-to guides
- Provides administrative support for the organization as needed

**Knowledge, Skills, and Abilities:**

- Knowledge of computer programs, including Word, Excel, Outlook, G-Suite, Salesforce (preferred);
- Knowledge of office management systems and procedures;
- Basic bookkeeping skills, with QuickBooks Online experience preferred;
- Excellent time management skills and the ability to prioritize work;
- Able to take initiative and problem solve in a proactive manner;
- Attention to detail and highly organized;
- Excellent written and verbal communication skills; and
- Strong organizational skills with the ability to multitask.

**Minimum Qualifications:** A four (4) year combination of education, experience, and training in office administration/clerical work.

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

**Special Requirements:** None

**Job Location:** The Office Manager 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 \$52,000-\$60,000 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 a letter of interest and a resume addressed to Jackie Stearns, Operations Director, and emailed to [admin@mejp.org](mailto:admin@mejp.org) (PDF's preferred). Applications will be accepted until April 21, 2023.

More information about Maine Equal Justice can be found at [MaineEqualJustice.org](http://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.