Maine Nutrition Council: Administrative Coordinator Position Description

Administrative Coordinator Position Details:

- **Position Type:** Independent Contractor
- **Term:** One-year contract, with the possibility of annual renewal
- **Time Commitment:** Approximately 10 hours per month. Workload may vary from month to month based on MNC's events, conference schedule, and organizational needs.
- **Compensation:** $250 per month
- **Additional Compensation:** An end-of-year bonus may be considered based on MNC's financial position and the individual's contributions; however, a bonus is not guaranteed.

Position Summary:

The Administrative Coordinator provides administrative, communications, membership, event, and technical support for the Maine Nutrition Council (MNC). Working with the MNC Board of Directors, Board Chair, Treasurer, committees, and volunteers, the Coordinator assists with the organization's membership activities, educational programs, annual conference, communications, and general administrative needs.

The Administrative Coordinator serves as a point of contact for MNC members, speakers, sponsors, exhibitors, and other partners. This position requires strong organization, attention to detail, communication, follow-through, and the ability to work independently, and manage priorities effectively within the position's limited monthly hours.

Key Responsibilities:

1. Monitor MNC email, maintain the administrative calendar, electronic records, and assist with routine administrative tasks, invoices, and expenses as requested.
2. Assist with maintaining membership records, new member communications, updating mailing lists, and other membership-related activities in collaboration with the Membership Development & Public Relations Committee.
3. Support MNC communications and outreach, including creating and sending email campaigns, social media, promotional materials, and website updates in collaboration with the Membership Development & Public Relations Committee.
4. Provide administrative support for MNC's three annual educational events, including presenter communications, registration, continuing education requirements, promotion, event logistics, and post-event follow-up in collaboration with the Conference Committee.
5. Provide administrative support to the Conference Committee for the annual MNC conference, including registration, communications, presenter materials, sponsors/exhibitors, logistics, continuing education requirements, and post-conference follow-up tasks.
6. Assist Board committees and chairs with organizational initiatives, including scholarships, Board recruitment, reports, and other communications or administrative needs.
7. Use and maintain MNC's online systems and tools, including website, social media platforms, event registration, email, virtual meetings, file-sharing, payments, and design platforms.
8. Participate in MNC meetings and events as appropriate to the position, including Conference Committee and Membership Development & Public Relations Committee meetings, biannual Board meetings, three annual educational events, and the annual conference.

Position Expectations:

The Administrative Coordinator works collaboratively with the MNC Board, committees, and volunteers while maintaining appropriate independence in completing assigned administrative responsibilities. Board members and committees remain responsible for program content, organizational decisions, strategic direction, and committee-specific responsibilities. The Administrative Coordinator provides administrative and communications support to help carry out those activities.

The Coordinator is expected to maintain accurate records, communicate effectively, meet agreed-upon deadlines, protect confidential organizational information, and represent the Maine Nutrition Council in a professional and positive manner.

The Administrative Coordinator supports MNC's mission to contribute to the health and well-being of Maine citizens through education, research, and advocacy.

Qualifications and Skills:

Required:

- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to meet deadlines.
- Ability to manage multiple projects and responsibilities independently.
- Comfortable working with email, spreadsheets, digital documents, and online platforms.
- Professional and courteous communication with members, volunteers, speakers, sponsors, exhibitors, and community partners.
- Willingness and ability to learn new technology and software platforms.

Preferred:

- Administrative or nonprofit experience.
- Experience with event planning or conference coordination.
- Experience with membership organizations.
- Experience with email marketing, social media, or website management.
- Experience with continuing education programs or professional organizations.
- Familiarity with nutrition, public health, healthcare, education, or related fields is helpful but not required.

This position description describes the general nature and level of work performed in the position. Responsibilities may be adjusted as the needs of the Maine Nutrition Council evolve and as directed by the MNC Board of Directors.