Maine Nutrition Council

MNC Administrative Coordinator – Application

Application Deadline: September 25, 2026

Thank you for your interest in the Maine Nutrition Council (MNC) Administrative Coordinator position. Please complete this application and submit it along with your resume and two professional references.

This is a **one-year independent contractor position**, renewable annually, averaging approximately **10 hours per month**. Workload may vary throughout the year based on MNC's educational events, annual conference, and organizational needs. Compensation is **$250 per month**. An end-of-year bonus may be considered but is not guaranteed.

Applicant Contact Information

Full Name:
Mailing Address:
Phone Number:
Email Address:

Experience & Qualifications

Please provide brief responses to the following questions. Responses may be answered directly on this form or attached as a separate document.

1. Administrative Experience
Please briefly describe your experience with administrative responsibilities such as organization, record keeping, scheduling, email communication, document preparation, or similar work.

2. Working Independently
This position has a limited number of hours each month and requires the ability to work independently, prioritize tasks, and follow through on deadlines. Please describe an experience that demonstrates your ability to work independently and manage multiple responsibilities.

Maine Nutrition Council

3. Communications & Outreach

Please describe your experience with professional communication, email campaigns, social media, website updates, promotional materials, or other communications-related work.

4. Events & Program Support

Please briefly describe any experience supporting or coordinating meetings, educational programs, conferences, community events, or other events.

5. Technology & Online Platforms

Please list the technology, software, or online platforms you are comfortable using. Examples may include Google Workspace, Canva, Zoom, Squarespace, Eventbrite, YouTube, social media platforms, email marketing systems, or similar tools.

6. Interest in MNC

Why are you interested in working with the Maine Nutrition Council, and what skills or experience would you bring to this position?

References

Please provide **two professional references** who can speak to your organizational skills, reliability, communication, or relevant work experience.

Name & Title	Phone	Email

Maine Nutrition Council

Application Checklist

Please include the following with your application:

- ☐ Completed application including references
- ☐ Current resume

Submission

Please submit your completed application, resume, and references by **October 1, 2026** to:
Brianna Pooler (Fortin)
Maine Nutrition Council Chair
Email: bfortin1@une.edu

Applicants will receive confirmation that their application has been received.
Thank you for your interest in contributing to the Maine Nutrition Council and its mission to contribute to the health and well-being of Maine citizens through **education, research, and advocacy**.

We appreciate your interest and look forward to learning more about you!

Sincerely,
Brianna Pooler (Fortin)
Chair, Maine Nutrition Council