**Job Title: Part-Time Administrative Manager**

**$20/hour 20 hours/week**

**Company:** Saco Main Street

**Location:** Saco, Maine

**About Us:** Saco Main Street is a 501c3 nonprofit Economic Development Agency, whose mission is to make Saco a better place to live and work by enhancing the vitality of our downtown. As we continue to grow, we are seeking a talented individual to join our team as a Part-Time Administrative Manager.

**Position Overview:** We are looking for a detail-oriented and reliable Part-Time Administrative Manager to assist with our financial operations. The ideal candidate will have a strong understanding of bookkeeping principles, excellent organizational skills, and the ability to work independently.

**Responsibilities:**

* Greet visitors and assist with general inquiries.
* Answer phone and relay messages to Executive Director or Program Coordinator
* Perform day-to-day bookkeeping tasks, including data entry, accounts payable/receivable, and bank reconciliations.
* Maintain accurate and up-to-date financial records using QuickBooks online accounting software.
* Assist with payroll processing and ensure timely payment of invoices and expenses.
* Prepare and distribute financial reports, summaries, and analyses as needed.
* Work with the board Treasurer to support month-end and year-end closing procedures.
* Assist with budgeting and forecasting activities.
* Ensure compliance with accounting standards and regulations.

**Requirements:**

* High school diploma or equivalent; associate or bachelor's degree in accounting or related field preferred.
* Proven experience in bookkeeping, accounting, or a similar role.
* Proficiency in accounting software QuickBooks online and Microsoft Excel.
* Strong attention to detail and accuracy.
* Excellent organizational and time management skills.
* Ability to maintain confidentiality and handle sensitive financial information.
* Effective communication skills and the ability to collaborate with team members.

**Benefits:**

* Parents' hours! 9am-2pm part-time schedule in our downtown office
* Opportunity to work with a supportive and collaborative team.
* Help to shape the future of downtown Saco!

**How to Apply:** If you are a motivated individual with a passion for Administrative Management and a desire to contribute to the success of our nonprofit, we'd love to hear from you! Please submit your resume and a brief cover letter outlining your relevant experience to director@sacomainstreet.org

Saco Main Street is an equal opportunity employer and values diversity in the workplace. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Job Title: Part-Time Social Media Coordinator**

**$20/hour 5-10 hours/week**

**Company:** Saco Main Street

**Location:** Saco, ME

**About Us:** Saco Main Street is a 501c3 non profit Economic Development Agency, whose mission is to make Saco a better place to live and work by enhancing the vitality of our downtown. As we continue to expand our online presence, we are seeking a creative and enthusiastic Part-Time Social Media Employee to join our team.

**Position Overview:** We are looking for a passionate individual with a keen eye for detail and a knack for engaging content to help manage our social media platforms. The ideal candidate will have experience with various social media platforms, a strong understanding of social media trends, and the ability to create compelling content.

**Responsibilities:**

* Develop and implement social media strategies to increase brand awareness and engagement.
* Create and curate content for various social media platforms, including Facebook, Instagram, Twitter, LinkedIn, and TikTok.
* Schedule and publish posts, updates, and promotions across all social media channels.
* Monitor social media channels for comments, messages, and mentions, and respond promptly and professionally.
* Analyze social media metrics and insights to track performance and optimize content.
* Stay up to date on industry trends and best practices in social media marketing.
* Collaborate with the Promotions Committee to align social media efforts with overall marketing goals.
* Design in Canva: posters, promotional materials, etc.
* Update Google business listing, create ads
* Create and share weekly newsletters using MailChimp

**Requirements:**

* High school diploma or equivalent; bachelor's degree in marketing, communications, or related field preferred.
* Proven experience managing social media accounts for businesses or organizations.
* Strong understanding of social media platforms and best practices for business use.
* Excellent written and verbal communication skills.
* Creative thinking and the ability to generate engaging content.
* Proficiency in social media management tools and analytics platforms.
* Ability to work independently and manage multiple tasks in a fast-paced environment.

**Benefits:**

* Flexible part-time schedule with the opportunity for growth.
* Work in the office or at home!
* Opportunity to work with a collaborative and supportive team.
* Help shape the future of downtown Saco!

**How to Apply:** If you are a creative and motivated individual with a passion for social media and marketing, we'd love to hear from you! Please submit your resume and a brief cover letter outlining your relevant experience and why you're interested in joining our team to director@sacomainstreet.org

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