



Job Posting for Board Assistant

The Little Sebago Lake Association (LSLA) Board of Directors is seeking a part-time Board Assistant to support our volunteer leadership team. This is a year-round, remote/work @ home position but we require someone local to the Little Sebago Lake area who can perform occasional in-person tasks such as post office runs, banking, and deliveries in the Windham and Gray communities.

LSLA is a non-profit organization of 1,000+ members, dedicated to protecting, restoring, and improving our lake's water quality and fragile ecosystem. We foster a community of lake stewards, promote boating & water safety, and strive to balance human recreation with environmental sustainability.

Position Overview:

The Board Assistant provides administrative & organizational support primarily to the Executive Committee of the LSLA Board of Directors, with occasional assistance to the various committees. This position is an Independent Contractor (IC) with flexible hours that vary. Monthly hours will range from 10 up to 40+ during active fund-raising campaigns & summer activities. IC must provide their own computer & printer & will be reimbursed for supply expenses.

Responsibilities include:

- Maintain & improve membership database within DonorSnap software system
- Communicate with members by email, text, and phone to answer questions & update data
- Collect and process mail from Windham, ME Post Office at least weekly
- Prepare & make bank deposits, record donation & send acknowledgment
- Maintain employee timesheets & process with the payroll vendor
- Meeting scheduling, agenda, materials preparation & follow-up
- Support for Annual Giving campaign and other fundraisers
- Basic bookkeeping to collect & record donations
- Grant maintenance, track grant activity, and draft reports
- Prepare regular reports summarizing activity, issues, and concerns.

Qualifications:

- Highly organized & able to work independently
- Strong written & oral communication
- Excellent "people skills" to work with the Board & lake community
- Marketing & development experience a plus
- Proficient computer skills - email, MS Office or Google Suite :
- Additional skills & software, not necessary but a plus:
 - Donor software (e.g., DonorSnap, DonorBox, RaisersEdge)
 - Basic bookkeeping; QuickBooks,
 - Constant Contact

Compensation based on experience. Please send interest and resume to info@littlesebagolake.com.