**Environmental Association Administrator**

The Thompson Lake Environmental Association (TLEA), located in Oxford, Maine, is looking for a part time Administrator to assist the Directors with operations. TLEA is a highly regarded, 500+ member association that has protected the lake for over 50 years. Its mission is to preserve the natural beauty, water quality and biological diversity of Thompson Lake. Our programs include erosion control through our Youth Conservation Corps, LakeSmart property evaluations, and a recently completed watershed survey that will be used to apply for Federal 319 grants for watershed improvement. We fight invasive species with our milfoil removal program, conduct annual lake surveys and courtesy boat inspections at boat launches. Water quality testing is done throughout the summer and fall. We maintain a website, Facebook page and publish a newsletter 3 times a year. We have educational programs and participate in the annual Audubon loon count.

We are looking for a motivated, multifaceted individual that has an affinity for Maine lakes and a strong interest in protecting the environment. Candidates should be proficient in the use of Microsoft Office, social media and organizing teleconferencing sessions. Bookkeeping skills will be valued. Below are the job responsibilities. The position is part time with approximately 800 hours annually with the majority of the hours from March to September. The salary range is from $20-$28 per hour depending on experience.

**LakeSmart (LS)**:

The administrator would support the LS director, manage LS inquiries and follow-up, schedule site visits and maintain the LS database.

**Assist with Federal 319 Grants for Watershed Improvement:**

The administrator would assist in processing applications, monitoring projects, communicating and coordinating projects with landowners and towns.

**Youth Conservation Corps (YCC**):

The administrator would work with the YCC Director and the Project Coordinator to facilitate erosion control projects.

**Assist the Treasurer**

The administrator would assist with bookkeeping, payroll, insurance and other miscellaneous administrative tasks.

**Assisting with Membership**:

The administrator would work closely with directors responsible for recruiting and maintaining membership.

**Communications, TLEA newsletter/ website/social media:**

The administrator would assist in the production and mailing of the newsletter. The administrator will maintain and update social media.

**Collect, organize & maintain TLEA data**

**Attend the monthly board meetings**

Please send your cover letter, resume and references to: [hr.tlea1@gmail.com](mailto:hr.tlea1@gmail.com).