

Administrative Assistant (Part-Time), Saco River Corridor Commission
Cornish, ME
Part-time, 24 hrs/week

Location:

Office at 81 Maple St. in Cornish, Maine. This is not a remote work position.

Role:

The Administrative Assistant works closely with the Executive Director and Administrative Coordinator in a busy regulatory office environment where attention to detail, accuracy, and follow-through are key. Under the supervision of the Executive Director, the Administrative Assistant will draft and edit technical documents, assist with the processing and filing of applications, answer phones, make routine calls, prepare meeting packets, and assist other staff in meeting deadlines. Written communication, professionalism, and a willingness to learn and improve are important to this position.

Minimum Qualifications:

- Experience writing, editing, and reading technical, legal, or otherwise complex documents.
- Experience in clerical work, legal or regulatory work, archiving, document research, or similar.
- Must be capable of working independently to meet deadlines and be self-motivated to complete assigned tasks.
- Physical capability to meet the requirements of the position (see Work Conditions, below)
- Comfort and capability with Microsoft Office (particularly Excel and Word), Adobe Acrobat, Google Docs, and online file sharing.
- Ability to interact professionally with a helpful attitude over the phone or in person.

Preferred Qualifications:

- Ability to attend two evening meetings per month (typically on Wednesdays).
- Experience reading and interpreting written legislation, complex rules/regulations, and technical documents.
- Outreach skills, such as experience with mailings, newsletters, surveys, social media, etc.
- Experience with WordPress, Survey123, ArcGIS, or SharePoint (non-essential).
- Knowledge of and concern for environmental protection efforts.
- Higher education in a related field will be considered as part of overall experience.

Work Conditions and Supervision

- The Assistant will train and work closely with the Administrative Coordinator and Executive Director. The Executive Director is the position's direct supervisor, but the Administrative Coordinator may assign and oversee routine daily/weekly/monthly tasks.
- Work conditions include:
 - Long (3 – 4 hour) periods of work at a computer or reading paper files.
 - Lifting and carrying file boxes of up to 40 pounds.
 - Bending, crouching, and reaching above shoulder level to retrieve files.

- Meeting room setup, including moving boxes, chairs, tables, etc., with help as needed.
- An office environment with distractions (calls, walk-ins, and other interruptions).

Duties of the Position:

The specific responsibilities and proportion of types of tasks performed may adapt to suit the proficiencies of the individual applicant and the organization's needs, but are likely to include:

- 1) Processing Applications
 - Review for completeness, scan, and file application materials.
 - Help to draft or edit summaries of project proposals in specified formats (Issue Papers).
 - Track follow-up tasks needed for each applicant and permit order.
- 2) General Correspondence and Clerical Work
 - Help respond to inquiries by conducting research, creating detailed note files and/or drafting staff-level responses for the Executive Director's review.
 - Scanning/digital filing of older permits as time allows.
 - Assist with preparation of annual reports.
- 3) Meetings and Public Hearings
 - Assist with scheduling meetings, send required notices, and make website updates to announce meetings.
 - Prepare materials for meetings and assist with setup/cleanup.
 - Attend some of the evening meetings, and draft or edit meeting minutes/notes as needed.
- 4) Outreach
 - Prepare digital or physical mailing lists as needed.
 - Draft email or print communications to business groups, landowners, or the general public to communicate the Commission's work and requirements of the Saco River Corridor Act.
 - Draft social media posts and website content, when time allows.
 - Communicate with related organizations to plan meetings and workshops, as time allows.

Other tasks may be assigned based on the skills of the individual, organizational needs, and available time. Work will be arranged to best assist employees' success as a team.

Examples of the written and compiled documents prepared for the Commission each month are included in [this online folder](#). It contains the materials prepared for the May 27th Commission meeting, as well as meeting minutes.

Salary and Benefits:

The position has a starting hourly rate of \$20-21/hour, dependent on qualifications, and will be part-time. Paid vacation, personal/sick time, and paid holidays are prorated at 60% for the expected 24-hour schedule. The successful candidate will have the option of joining the provided health insurance plan at 60% coverage; a stipend toward health insurance may be possible if the organization's plan is not preferred. Employees are eligible to participate in the MERIT retirement savings program of the State of Maine.

Cost-of-living adjustments and other wage increases will be considered annually.
Work-related mileage is reimbursed in accordance with the employee handbook policy.
Overtime is not expected. Hours in excess of the agreed schedule must be approved by the Executive Director in advance and will be compensated in accordance with the employee handbook policy.

Work Hours:

The Administrative Assistant will be expected to work primarily during the typical 9 am – 5 pm period on a regular schedule such as 3 days/week (with specific arrival and departure times that repeat each week or month) in order to meet the required 24 hours per week.

Although the number of hours per week will be equivalent to three 8-hour workdays, partial days or extended days are possible, and candidates can suggest their preferred schedule in their application materials. Attendance at twice-monthly evening meetings (typically the 2nd and 4th Wednesdays) may be required and this may cause variations in the schedule to make up for the meeting times.

Reliability is very important for this position, and applicants should consider their ability to consistently work the agreed-upon schedule.

Timing:

Applications should be received by the end of **Sunday, July 26th, 2026**. After that deadline, please call or text 207-358-9695 to see if SRCC is still accepting applications. Interviews will be scheduled in the week of August 3rd, 2026. Ideal candidates will be able to start by August 31st.

Application Instructions:

Submit both a cover letter (up to 2 pages) and a resume or CV to Cheri Dunning, Executive Director, by email at cheri@srcc-maine.org. **Please use the cover letter as an opportunity to demonstrate your written communication skills and your understanding of the position, and to describe your preferred work schedule or schedule limitations.** Cover letters written by artificial intelligence (AI) programs, as well as applications without cover letters, will be rejected. Do not apply through the Indeed platform.

Please include “Admin Applicant” and your full name in the subject line of the email to which your cover letter and resume should be attached as a single PDF document. Failure to follow these instructions may result in the application being rejected; attention to detail is important to this position.

If you are called to interview, email and phone contact information for two professional references will be requested at that time. As part of the interview process, brief writing, typing, or organization tasks may be assigned to assess necessary skills.

About the Saco River Corridor Commission

The SRCC is a quasi-independent state agency formed by the [Saco River Corridor Act of 1973](#). We are committed to protecting public health, safety, and quality of life in the State of Maine through the regulation of land and water uses, protection and conservation of the region’s unique and exceptional natural resources, and through the prevention of impacts caused by incompatible development. The

Commission is a group of 20-40 volunteers appointed to represent each of the towns along the Corridor, and, as a group, they enforce the provisions of the Saco River Corridor Act and oversee all activities of the SRCC organization. The staff of the SRCC is vital to ensuring the organization's work is effective, timely, and thorough, enabling the Commission to uphold its mission and statutory responsibilities.

Equal Opportunity Employer Statement

The SRCC shall follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity, without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Each candidate is evaluated based on personal skills and merits relevant to the position.