

Office Coordinator

Maine Technology Institute

Hybrid: Remote/In-Person (Brunswick, Maine)

Full-time; non-exempt

REPORTS TO: Director of Finance and Administration

PURPOSE: The Office Coordinator contributes to the Maine Technology Institute (MTI) mission to support, grow and diversify Maine's innovation economy through grants, loans, equity investments, and services by providing essential operational, finance, and administrative support to the MTI team.

AREAS OF RESPONSIBILITY:

- Coordinate corporate functions

Schedule meetings for MTI's Board of Directors and Finance Committee

Prepare and submit legal notices for publication regarding the Board of Directors and Finance Committee meetings

Take meeting minutes and prepare reports for MTI's Board of Directors, Finance Committee, Investment Committee and Executive Committee

Maintain online files for MTI's Board of Directors, Finance Committee, Investment Committee and Conflict of Interest/Confidentiality Agreements

- Support operational and finance functions

Assist the Director of Finance and Administration with accounting responsibilities, such as Accounts Payables and Accounts Receivables

Track loans and repayments

Record weekly award payments in Blackbaud Grantmaking

Create, send, and track monthly Conflict of Interest/Confidentiality Agreement overdue reminders

Update Conflict of Interest/Confidentiality Agreements in SharePoint and Blackbaud Grantmaking when newly signed agreements are received

Handle employee onboarding paperwork and benefit enrollments, as well as maintaining and updating current employee paperwork

- Coordinate internal office functions

Field central office phone calls and direct them appropriately

Receive email messages sent to info@mainetechnology.org and respond accordingly

Order supplies for MTI office and staff, as needed

Maintain the MTI Outlook calendar

- Support team functions

Participate in MTI staff meetings and activities; work constructively with staff to support logistical duties, as needed

Adhere to program and process policies, as well as standard operating procedures

As an integral member of the team, participate in discussions regarding process, program and organizational improvements

- Other duties as assigned

MINIMUM REQUIRED QUALIFICATIONS:

- Associate's or Bachelor's degree
- Exhibits an understanding of MTI's identity, mission, and goals
- Demonstrates strong writing, proofing, and editing skills
- Effectively multi-tasks
- Committed to producing a high-quality product
- Possesses exemplary attention to detail
- Communicates clearly and effectively
- Exhibits excellent interpersonal skills
- Possesses strong organizational skills
- Works well independently
- Is familiar with QuickBooks, Word, Outlook, Adobe, Excel, Power Point, SharePoint and other Microsoft related programs
- Possesses the ability to learn new technologies
- Manages time efficiently
- Able to type quickly and accurately
- Works well with a variety of individuals
- Is a team player with a commitment to advancing MTI's goals

Pay: From \$50,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement