

## **Operations and Communication Manager**

Spiritual Care Services of Maine provides professional, compassionate, spiritual care to individuals, groups, and organizations with today's religious and spiritual landscape in mind.

The Operations and Communication Manager will support the organization's internal operations while shaping and sharing and growing its external presence.

### **Ongoing Organizational Responsibilities**

- Establish and maintain an electronic, virtual filing system, such as google docs/sheets
- Establish and maintain paper file system as needed
- Manage insurance accounts, electronic filings, and contract documents
- Create and maintain personnel and independent contractor records
- Process payroll

### **Communications Responsibilities**

- Create and Maintain a database of members, donors, and other constituents.
- Engage all constituents with regular, professional electronic communication.
- Manage event promotions and registrations.
- Manage SCS Social media presence (currently Facebook and LinkedIn)

### **Programmatic Responsibility**

- Cross-train with Clinical Director to be prepared to provide vacation and sick-leave coverage
- Other tasks as needed

### **Qualifications**

- 3-5 years of relevant administrative and communications experience
- Compelling and engaging writer and graphic designer.
- Strong problem solving and troubleshooting skills
- Ability to work independently and collaboratively with a small team
- Technology savvy, with proficient experience using applications including: Google Suite, Microsoft Office, Wild Apricot or other CRM
- Ability to work in website applications such as Wix/Squarespace
- Appreciation for and interest in SCS Maine's mission

### **Additional Information:**

This is a 10-15 hour/week position that can be performed remotely. Days and hours are flexible to accommodate a healthy work/life balance. Learn more about us at [www.scsmaine.org](http://www.scsmaine.org).

**To Apply:** Send a cover letter and resume to Lori Whittemore at [lori@scsmaine.org](mailto:lori@scsmaine.org) by June 20, 2024. Applications will be reviewed as they are received and interviews with qualified candidates will begin as soon as possible. The anticipated start date for the position is July 1, 2024.