24 Hospital Lane
Calais, Maine 04619
(207) 454-7521 ext. 9126#
info@downeasthospice.org

11 Hospital Drive
Machias, Maine 04654
(207) 255-3356 ext. 324

Position Title: Executive Assistant (EA)
Reports to: Executive Director
Position Status: Part-time (24 hours per week), nonexempt, hourly

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Purpose

The Executive Assistant (EA) ensures smooth coordination of the DEHV office at Calais Community Hospital and provides direct administrative support to the Executive Director and Board of Directors. This position plays a key role in maintaining efficient daily operations, supporting volunteers, and managing communications. The ideal candidate is comfortable using technology to streamline processes, enjoys problem-solving, and brings creativity and initiative to daily tasks. The EA is cross-trained to assist the Executive Director with referral processing and client acceptance during times of absence. This role is ideal for someone who enjoys a mix of office coordination and people-focused work.

Key Responsibilities

• Manage daily office operations, including answering phones, responding to mail and email, maintaining files, ordering supplies, and keeping the office organized and well-stocked.
• Support volunteer communication and coordination, including recruitment outreach, training materials, and ongoing volunteer support.
• Maintain accurate and up-to-date volunteer, client, and donor records.
• Handle all bookkeeping and cash management functions, including processing payroll, paying invoices and bills, making bank deposits, and accurately recording funds received from fundraising activities.
• Prepare and maintain financial reports and documentation for the Executive Director and Board.
• Ensure all documents and communications adhere to strict confidentiality standards.
• Prepare for board and committee meetings, including agendas, reports, and minutes.
• Take Fundraising Committee minutes at the monthly board meeting.

• Coordinate fundraising activities and community events, including raffles, mailings, and donor acknowledgment letters.
• Maintain and update mailing lists, donor databases, and communication materials.
• Submit DEHV news and announcements to local media outlets and post updates on the DEHV website and Facebook page.
• Prepare and track grant documentation and reporting deadlines as directed.
• Track and complete state and federal regulatory reports and license renewals.

Qualifications

Must-Haves

• High degree of confidentiality, professionalism, and reliability.
• Proficiency with Google Workspace (Docs, Sheets, Drive, Gmail, and Calendar) and ability to create and manage shared files and online collaboration tools.
• Strong organizational skills and ability to manage multiple priorities independently.
• Excellent communication and interpersonal skills; comfortable working with a wide range of people, including volunteers, board members, clients, and community partners.
• Strong attention to detail and ability to maintain accurate records.
• Proven ability to be a self-starter who takes initiative and works well with minimal supervision.
• Comfortable learning and using new online tools and systems as needed.
• Demonstrated ability to create, format, and manage digital documents and spreadsheets accurately.

Nice-to-Haves

• Experience with QuickBooks or other bookkeeping software.
• Prior experience working in a nonprofit or hospice setting.
• Experience running or managing an office environment.
• Trained hospice volunteer or experience with hospice work.
• Familiarity with Washington County and its local communities.
• Experience with grant writing or reporting.

Additional Information

This position works closely with the Executive Director and may be cross-trained to assist with leadership duties as needed. The ideal candidate will be compassionate, resourceful, and committed to the mission of Down East Hospice Volunteers. This job description is not intended to cover every task required for the role. Duties and responsibilities may change as organizational needs evolve.

Applicant Signature: _____
Date: _____