

Position Opening—Program Services Assistant

Rural Community Action Ministry (RCAM), a dynamic private nonprofit serving 14 rural towns in Central/Western Maine, has been a leader for over 50 years in helping people and changing lives. RCAM is seeking an energetic and versatile part-time **Program Services Assistant**. **This position will have flexible hours and the ability to work some hours remotely.**

Qualifications: Must have High School diploma or equivalency, with a valid Maine driver's license and good driving record. Good interpersonal skills and the ability to maintain positive relationships with clients, other employees, and the public. Successful experience working with vulnerable populations is preferred. Ability to maintain files and compile relevant data for reporting and record keeping purposes. Ability to communicate effectively. Knowledge of office practices and procedures and operation of common office equipment. Excellent phone skills. Good command of English, spelling, grammar and good vocabulary. Possesses good organizational skills and ability to manage details and prioritize workload. Ability to work effectively as part of a team.

Job Responsibility:

Assist with administrative support for RCAM program services (e.g., copying, filing, scanning, data entry, and maintaining organized records). Support program staff with scheduling, appointment reminders, and program activities coordination. Answer phones, greet visitors/participants, and route messages promptly and professionally. Prepare and distribute basic correspondence, forms, and program materials. Maintain confidentiality and handle sensitive information appropriately. Provide basic support with office equipment and technology (printer/copier, email, calendars, and shared documents). Basic knowledge of Microsoft Office 365 Word, Excel, etc. Support team projects and complete assigned tasks in a timely manner. Perform other related duties as assigned to support RCAM services.

Service Area: Office is based in Leeds, Maine; Androscoggin County. **Salary:** Up to \$16.75/hr. based on experience. **Working Hours:** Up to 20 hours per week. Flexible hours with an opportunity to work remotely. **Deadline:** Applications will continue to be accepted until position is filled. Send Resume and cover letter, together with contact information for three professional references to:

EMAIL: (Preferred) jdaku@rcam.net
MAIL: Janice Daku, Executive Director
RCAM
P O Box 205—81 Church Hill Rd.
Leeds, ME 04263

Applicants are strongly encouraged to request a copy of the Program Services Assistant Job Description for complete details. 207-524-5095 or email jdaku@rcam.net.

RCAM is an Equal Opportunity Employer. Please request any necessary accommodations to participate in the application process. **Non-Discrimination Policy:** RCAM does not discriminate because of age, race, color, gender, sexual orientation, religion, national origin, ethnicity, mental or physical disability, familial status, or status of public assistance.



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