

Program Coordinator

Location: Hybrid (Augusta, Maine / Remote)

Department: Maine Downtown Center

Reports To: VP of Programs

Status: Full-Time, Non-Exempt

Salary Range: \$42,000 - \$65,000 annually, commensurate with experience and qualifications

Join Our Team

Maine Development Foundation (MDF) is seeking a highly organized, detail-oriented, and collaborative Program Coordinator to support the Maine Downtown Center (MDC). This role is ideal for someone who thrives in a fast-paced environment and is passionate about strengthening Maine communities. Join a dynamic team that does impactful work around the state and helps to carry out the Main Street America downtown revitalization program

Position Overview

The Program Coordinator serves as a key member of MDC's program team and is responsible for coordinating planning, logistics, administration, communications, and implementation of MDC programs and events throughout the year.

Key Responsibilities

- MDC program administration and coordination
- Event planning and logistics including audio visual and technology (in-person & virtually)
- Stakeholder communications
- Database and file management
- Coordinate MDC conferences, trainings, events and cross-program initiatives
- Maintain SharePoint files and Little Green Light CRM records
- Support communications with newsletters and social media, presentations and reports
- Coordinate agendas, scheduling and meeting minutes

Qualifications

- 2-3 years of experience in program, project, nonprofit, administrative or event coordination
- Associate degree or higher preferred or equivalent experience
- Excellent attention to detail

- Strong organizational and time-management skills
- Ability to manage multiple priorities and proactively anticipate the work pipeline
- Strong verbal and written communication skills
- Proficiency with Microsoft Office, Asana, Canva, Gravity Forms and virtual meeting platforms a plus
- Event technology and audiovisual knowledge preferred

Benefits

MDF offers a generous benefits package including health insurance, paid vacation time, paid sick leave, paid holidays, and retirement benefits through a 403(b) plan.

Additional Requirements

Valid driver's license and reliable transportation. Occasional travel, including some evening and overnight travel, may be required. Ability to occasionally lift up to 25 pounds and walk extended distances.

Application Process

This is a rolling recruitment, and applications will be reviewed as received until the position is filled. Submit **ONE PDF** application packet containing: Cover Letter, Resume, and contact information for three professional references. Email the application packet to rvanadestine@mdf.org with **MDC PC26** Submission in the subject line.