Seeking Project Coordinator

The Maine Council on Aging (MCOA) is seeking a full-time Project Coordinator to coordinate all aspects of the MCOA’s anti-ageism/age-positive social change movement called the Power in Aging Project, including the Leadership Exchange on Ageism (LEA), a 14-hour reflective peer-learning experience for Maine leaders to better understand and take action to address ageism against older people.

Activities include: Maintaining a cadre of trainers and facilitators who are trained to present specific age-bias content to various audiences, coordinating all aspects of presentations and trainings with the Project Director and host sites, including organizations in other states, recruitment of host sites and participants for various trainings, promotion and enrollment activities, preparing content for a monthly newsletter, supporting on-going learning of LEA graduates, tracking all relevant data for evaluation purposes, supporting evaluation activities, assistance with social media, if appropriate with candidate’s skills, facilitation and training activities, and otherwise supporting the Project Director in meeting the goals of the project.

The successful candidate will have experience in coordinating complex projects, have strong writing, speaking, and organizational skills, be comfortable working independently and as part of a team, be able to multi-task while paying attention to detail, and be familiar with Constant Contact, Zoom, Word, Excel, PowerPoint and various social media platforms including Facebook, Thread and LinkedIn. Strong presentation and facilitation skills, and prior experience working on issues impacting older people are preferred, but neither are required.

This is a full-time, on-going position that is mostly grant-funded. The position is a direct report to the Project Director. While the employee will work remotely and have flexibility about when work is performed, the employee will be required to attend trainings, team meetings, and events in person in Maine, and thus should live in Maine. Candidates should be available to start work on September 5, 2023. Starting salary range $29-$34 per hour, depending upon experience. Generous benefits and leave are available.
If you are interested in this opportunity, send a statement of interest and your resume to Jess Maurer at jmaurer@mainecouncilonaging.org by August 18, 2024.

The MCOA is a non-profit organization in good standing in Maine and is tax exempt under section 501(C) (3) of the Internal Revenue Code. The MCOA does not discriminate on the basis of age, race, ethnicity, gender, gender identity, sexual orientation, ability, national origin, political affiliation or religious belief. We actively encourage people with diverse lived experience to apply.