



NEW ENGLAND REGIONAL ADMINISTRATOR (PART-TIME / REMOTE)
Maine & Connecticut Chapters of The American Chestnut Foundation (TACF)

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific organization with one of the most ambitious rescue missions in the natural world: return the iconic American chestnut to its native range. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters are working to restore the American chestnut tree to eastern forests.

Our Mission is to return the iconic American chestnut to its native range

Our Vision is a robust eastern forest returned to its splendor

TACF's Values: Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration

Position Summary

The New England Regional Administrator manages the day-to-day administrative operations, digital communications, and board support for both the Maine (ME) and Connecticut (CT) Chapters of TACF. The primary goal is to relieve volunteer leadership (president, secretary, and treasurer) of administrative burdens. The position will start in the fall or early winter of 2026.

- **Employment:** Part-time (approximately **10-20 hours per week**), flexible hours.
- **Location:** Remote (Prefer to reside in New England; proximity to ME or CT preferred).
- **Compensation:** \$20 to \$25 per hour depending on experience.
- **Reporting:** The administrator will report jointly to the Board Chairs of the ME and CT Chapters, with oversight from TACF National.

Key Responsibilities

- Check, respond, and route chapter-specific emails daily.
- Manage and update the regional member databases in coordination with TACF National.
- Process membership renewals and draft donation acknowledgement letters.
- Maintain and update both the ME and CT chapter websites and event calendars.
- Create and distribute a monthly e-Newsletter for each chapter.
- Manage social media channels (Facebook/Instagram) to boost volunteer engagement.
- Coordinate the layout, printing, and mailing of one or two print newsletters for each chapter annually.

- Support Chapter Chairs with meeting agendas, logistics, and correspondence. Secure meeting locations in coordination with chapter president.
- Attend quarterly virtual board meetings for both chapters to serve as Recording Secretary (taking and distributing minutes) if needed.
- Provide administrative assistance to Chapter Officers.
- Help organize speakers, logistics, and correspondence for an annual meeting for the Maine Chapter (April 2027) and Connecticut Chapter (March or April 2027).
- Other duties as assigned.

Qualifications and Required Skills

- Candidate will provide their own computer and internet access. Microsoft will be provided by TACF. TACF will provide a work phone number if needed.
- Proficiency with remote office software (Microsoft Office, Google Workspace, Zoom/Teams).
- Comfortable learning new platforms quickly, such as email marketing (Mailchimp or similar), basic website editing, and QuickBooks.
- Excellent organization, coordination, and attention to detail.
- Basic diplomacy and proficient in volunteer engagement.
- Skilled at responding to repetitive questions and supplying appropriate resources.
- Experience managing social media: posting cadence, follow branded guidelines.
- Strong written communication skills.
- A strong passion for forest ecology, conservation, and the mission of TACF to restore the American Chestnut.

Other Requirements:

Candidates must be 18 years of age or older to apply.

You must be legally authorized to work in the United States to be considered for this role.

Benefits

This position does not include health insurance benefits.

Application Process

Interested candidates should apply by completing [this form](#) and should include submission of a cover letter, resume, and references. The application **deadline is Friday, October 9th at 5:00 pm Eastern**. TACF will acknowledge receipt of all applications. Note that we are not accepting phone

inquiries regarding this position, so please do not contact TACF via phone. If you have questions, please direct them to one or both chairs of the ME and CT chapters:

1. Eva Butler, Chair, Maine Chapter, eva.maineacf@gmail.com
2. Jack Swatt, Chair, Connecticut Chapter, jswattchestnut@gmail.com

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