



Job Description: **Administrative Director, Maqeyhik**

Employment Category: Full Time Exempt

Salary Range: \$45,760 annually for 32 hours per week

Job Location: Machiasport, ME (a mix of on site, in-person meetings, and remote work is required)

Start date: ASAP

Maqeyhik is a 501c3 started by a group of Passamaquoddy elders, community members, and non-native partners interested in continuing relations of care with the Picture Rocks petroglyph site in Machiasport, including the associated house. **The approximately 5-acre property and house was transferred to Joint Tribal Council in December 2025 which brings the land ownership by the Passamaquoddy Tribe to 10 acres that includes the house and petroglyph sites, which is listed on the National Register of Historic Places.**

Sunrise County Economic Council (SCEC) is a nonprofit organization that works to create jobs and prosperity in Washington County, Maine. SCEC serves as the fiscal sponsor for Maqeyhik. This partnership allows SCEC strengthen the economy and our communities through sustainable, thoughtful investment and provides Maqeyhik the administrative and fiscal support required for a new organization.

At Maqeyhik, our mission is to create a place where Passamaquoddy people can nurture their strength, honor their roots, and deepen their spiritual connection to the world around us. Through our dedicated efforts, we strive to ensure the integrity and sustainability of Passamaquoddy knowledge, culture, and traditions for future generations.

Our vision is to honor the knowledge left by our ancestors by using their guidance to gather our learning, teaching, and healing for the Passamaquoddy, Wabanaki, and non-indigenous communities. We aim to create a welcoming and inclusive space, facilitating connections, collaborations, learning, and the exchange of ideas. Our central location will serve as a catalyst for positive change, acting as a beacon of healing, ceremony, and community engagement.

Maqeyhik Board of Directors:

Donald Soctomah
Darrel Newell
Tony Sutton
Nolan Altvater

The Administrative Director's Responsibilities

The administrative director will be overall responsible for the care and oversight of the Picture Rocks Property in Machiasport while working with and reporting to the Board of Directors in the development of the organization. This requires having a strong commitment to Passamaquoddy knowledge and values, while also having experience in financial and programmatic development. The administrative director is supervised by the SCEC Sustainable Prosperity Initiative Co-Director.

- Leadership and Management:
 - Provide strategic direction and leadership for Maqeyhik, ensuring alignment with the organization's mission and vision
 - Oversee daily operations, including program development, support for the Maqeyhik board, community engagement and collaboration, budget management, and maintaining cultural integrity
 - Work with our fiscal sponsor, SCEC. On financial management and eventual financial independence of Maqeyhik
 - Develop tools and systems to track finances, grants and donors, cultural programming, houses expenditures and restoration.
 - Support development and management of Website

- Property Management:
 - Manage and oversee maintenance and use of Picture Rocks House, grounds, and facilities
 - Work with contractors and architect for future restoration and upgrades to Picture Rocks House and outbuildings

- Program Development:
 - Schedule, design, and implement programs and initiatives that promote Passamaquoddy knowledge, culture, and traditions
 - Seek funding opportunities, grants. And donors to support Maqeyhik's initiatives and sustainability.
 - Evaluate program effectiveness and make recommendations for improvement
 - Collaborate to develop communication and signage to protect petroglyphs and access to the Picture Rocks property

- Community Engagement and Collaboration:
 - Collaborate with community members to identify needs and opportunities for cultural and educational programming.
 - Build and maintain strong relationships with Passamaquoddy, Wabanaki, and non-Indigenous communities, including local organizations, educational institutions, and cultural groups to enhance program offerings.

- Facilitate and or support workshops, events, and ceremonies that promote cultural exchange and community healing
- Communicate with Passamaquoddy Cultural Heritage Documentation Team
- Cultural Integrity:
 - Ensure that all programs and activities honor and respect Passamaquoddy traditions and values.
 - Work with elders, youth, and cultural leaders to incorporate traditional knowledge, language, and practices into programming
 - Be a spokesperson for Maqeyhik, representing the organization at community events and meetings

Qualifications

- Strong understanding of Passamaquoddy culture, traditions, and community needs.
- Experience in program development, community engagement, and organizational leadership.
- Experience with budget/financial management and economic development
- Experience obtaining and managing grants.
- Excellent communication and interpersonal skills, with the ability to build relationships across diverse communities.
- Physical capability to access coastal sites and other potentially rough terrain
- Ability to work independently and collaboratively in a team-oriented environment.
- Passion for cultural preservation, education, and community healing.
- Must have reliable transportation for frequent trips to Machiasport
- Formal degree not required, especially for candidates with strong cultural knowledge and capacity to be dedicated to the Picture Rocks house, site, and committee. However, experience in this area may strengthen applications.

Application Process

Interested applicants must submit a cover letter, resume, and contact information for three (3) references by email (HR@sunrisecounty.org) or in person or by mail (SCEC; 7 Ames Way; Machias, ME 04654). All submissions will be acknowledged and are confidential, and any questions should be directed to Charles Rudelitch at (207) 271-8368 or crudelitch@sunrisecounty.org. Applications submitted by Friday, May 29 , 2026 will receive priority.

The search will remain open until a qualified person is hired. SCEC is a recovery friendly and equal opportunity employer.

There is more information about Sunrise County Economic Council at www.sunrisecounty.org