**University of Maine**

**Job Description**

**Title:** Communications Coordinator

**Department:** Maine Sea Grant College Program

**Reports To:** Director

**Date:** 9 November 2018

**Purpose:** The Communications Coordinator will manage and oversee the Maine Sea Grant communications team and its diverse partnerships. This will include collaborative leadership and coordination of communications staff throughout the process of developing, writing, editing, and marketing Sea Grant outreach and communications materials, and developing and managing communications partnerships and programs. The Communications Coordinator is also part of Maine Sea Grant’s management team, and collaborates frequently with the statewide Sea Grant/Cooperative Extension Marine Extension Team, and other Sea Grant partners throughout Maine and across the National Sea Grant network.

**Essential Duties/Responsibilities:**

* Coordinate all Maine Sea Grant publications (print and digital), website content, and manages social media presence and strategy.
* Manage and oversee the collaborative work of Maine Sea Grant’s communications team, and freelance writers, photographers, videographers, interns and artists as needed.
* Proofread and approve all communications products for content and branding.
* Provide communications support and training for the Sea Grant Program’s management and Marine Extension Team staff, and participate in extension program planning as needed.
* Supervise production of publications, including reports required by National Sea Grant Interact with faculty, staff, and students throughout the University of Maine and School of Marine Sciences, and with communications professionals at the state, regional, and national level.
* Represent Maine Sea Grant/University of Maine statewide, regionally, and nationally.
* Foster the effective communication of marine scientific information for target audiences.
* Serve as a member of the Maine Sea Grant College Program management team and participate in overall program planning, development, and evaluation activities.
* Develop and implement a balanced public information program for the dissemination of Sea Grant research and outreach activities, working closely with the University Division of Marketing and Communications, and state, regional, and national media.
* Prepare and set up displays and exhibits of Sea Grant materials at seminars, forums, and conferences in coordination with the program’s senior designer.
* Develop budget for program communication products and communications team as well as projects s/he oversees.
* Perform other reasonably related tasks as assigned.

**Knowledge and Skills Qualifications:**

**Required:**

* A Bachelor’s degree in science, communications, or journalism with a strong background or interest in marine studies, and at least five years of experience in a communications-related field, or an equivalent combination of education and experience.
* Excellent oral and written communication skills.
* Demonstrated experience with a variety of print and digital media.
* Must be skilled in collaborative leadership in a team setting, and be able to work independently.
* The ability to travel, normally requiring a valid driver’s license, is required.

**Preferred:**

* A Master’s degree in a marine science-related field and at least five years of professional experience developing and managing science communication programming, or an equivalent combination of education and experience.
* Experience with grant writing.

**Supervisory Responsibilities:** The communications coordinator supervises the program’s senior publications designer, information technology coordinator, interns, and freelance writers as needed.

**Position Type:** Soft-money funded, annual renewal contingent on funding.

**Work Environment/ Dynamics:** This position is based in York Complex at the University of Maine in Orono, but involves some travel throughout the state and region to meet with other Sea Grant staff and collaborators on projects and to attend conferences and workshops. This means that the communications coordinator may occasionally need to work hours beyond the normal workday.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Work Year:** Fiscal-year, full-time.

**Schedule for Evaluation:** The Communications Coordinator reports to the Sea Grant Director, who will conduct required performance evaluations according to the UMPSA collective bargaining contract.

**Job Family/Salary Band:** 17/03.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.