**University of Maine**

**Job Description**

**Title:** Communications & Outreach Coordinator

**Unit:** Mitchell Center for Sustainability Solutions

**Date:** September 2019

**Reports To:** Strategic Program Manager

**Purpose of Position:** To facilitate and enhance the communications and outreach activities of the Mitchell Center.

**Essential Functions and Responsibilities:**

* Create written content for all Mitchell Center print and digital materials.
* Design, edit, and distribute the Mitchell Center’s e-newsletter.
* Develop creative content and provide on-going maintenance for the Mitchell Center website.
* Develop and implement a social media plan for the Mitchell Center. Post events, news, and other relevant items to the Mitchell Center’s Facebook page.
* Work with press and media outlets to distribute Mitchell Center content.
* Plan and implement marketing strategies across all media in collaboration with Mitchell Center staff.
* Organize and maintain digital media libraries. Assist in the acquisition of digital media for new projects.
* Design and edit Mitchell Center print materials including newsletters, brochures, programs and flyers.
* Represent the Mitchell Center at various events and conferences.
* Other reasonable duties to facilitate the success of the Center.

**Knowledge and Skill Qualifications:**

**Required:**

* BA/BS degree.
* Experience in science writing (especially for lay audiences), editing, web publishing, and graphic design.
* Experience with Photoshop, QuarkXpress (or equivalent), Word, Excel, and WordPress.
* Excellent written and verbal communication skills.

**Preferred:**

* Experience and interest in solving sustainability problems.
* Ability to travel normally requiring a valid driver’s license.
* Ability to work creatively and independently within a team environment, and to manage multiple projects and deadlines.

**Supervision Responsibilities:** Graduate, and/or undergraduate students as required by evolving tasks within the Center.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter in accordance with the UMPSA agreement.

**Work Environment:** The position is in support of Mitchell Center activities dealing with research, outreach and education in sustainability. Candidate must have the ability to successfully complete tasks within a dynamic, evolving program. Some travel will be required.

**Work Schedule:** Full time, regular, fiscal year position.

**Position Type:** On-going, base-funded.

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

Appropriate background checks will be 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.