

Communications and Event Coordinator

Educate Maine is a statewide, business-led nonprofit organization focused on championing career readiness by increasing the educational attainment of Maine people. Through a team of six employees, a dedicated board of directors, and a variety of committed partners, Educate Maine advances education policies and practices that prepare Maine students to be the next generation of productive, engaged citizens. The organization administers four signature programs: Maine Teacher of the Year, Project>Login, Education Leaders Experience, and Maine Career Catalyst. In addition, Educate Maine facilitates policy, research, and data efforts focused on educational attainment in Maine. Join the Educate Maine Team if you are passionate about working for a nonprofit focused on improving outcomes for Maine students. Educate Maine invests resources to increase access, decrease barriers, and produce positive, measurable, equitable outcomes for Maine people.

The Communications and Event Coordinator is responsible for communications and event planning across the organization to meet key organization outcomes. This employee will work collaboratively with the program staff to execute high quality communications and engaging events.

Essential Duties & Responsibilities

- Develop and implement a communications plan for the organization in collaboration with the program staff
- Develop and monitor a major event calendar to ensure appropriate coordination across programs
- Co-lead and/or assist with signature events including the Education Symposium, Teacher of the Year Gala, 10-Year Anniversary Celebration, CS Summer of Fun, etc.
- Curate content for communications including newsletters, blog posts, social media posts, and potential media
- Establish and maintain relationships with event vendors and media representatives
- Cultivate relationships with communications staff at key coalitions and organizations including MaineSpark, Maine State Chamber of Commerce, Right from the Start, FocusMaine, Maine Department of Education, and others
- Coordinate planning and logistics for major events across the organization
- Assist with any virtual events
- Lead website design efforts in collaboration with the program staff
- Track key metrics from the events and communications efforts and contribute to the organization's database appropriately
- Frequently use communications software like Canva, Constant Contact, Wufoo, and Loomly.
- Collaborate with other team members to mutual goals for the organization

Experience/Education

- Strong event management skills and ability to work independently and as a team
- Excellent organizational skills, attention to detail and ability to prioritize in a fast-paced environment
- Strong computer, time management, and problem-solving skills
- Knowledge of marketing, communications, and/or public relations
- A positive, results-oriented attitude to achieve program goals

- Knowledge of web design software, photo and video editing software, and graphic design skills a plus
- Excellent writing and proofreading skills required
- Motivated, self-starter with proven ability to work in a team environment
- Bachelor's degree preferred but relevant experience is also considered
- Minimum of two to three (2-3) years of related event and/or communications experience

Salary range: \$45,000-\$48,000 *depending upon skills and experience*. Benefits include a flexible work environment, 12 paid holidays, 15 vacation days at time of hire, and 12 sick days per year. We offer a competitive employer health insurance plan including an HSA plan, partial premium coverage for spouses and dependents, life insurance, short-term disability insurance, 5% employer contributions for retirement, and annual professional development funding to support your professional growth. Employees may also elect dental and vision insurance.

This position will require the candidate to commute to events throughout Maine and be available for an in-person staff meeting each month in the Portland or Augusta area. Other day-to-day work can be done remotely. This position requires evening and weekend hours as needed.

If you interested in applying for the position, please email a cover letter and resume to info@educatemaine.org with "Communications Coordinator" in the subject line by Monday, January 10, 2022.