

Communications Manager

The Greater Portland Council of Governments (GPCOG) seeks a full-time Communications Manager to support our work advancing regional prosperity and transportation infrastructure investments in our region.

GPCOG staffs PACTS, the area's metropolitan planning organization, and supports eighteen very engaged municipalities in programming a \$20 million annual portfolio of federally funded transportation projects. GPCOG also provides municipal planning services from Sebago Lake to Casco Bay, and acts as the region's Economic Development District, supporting greater prosperity for everyone in our region.

We are located Maine's economic and cultural center. Greater Portland is an exciting region in which to work, play and live – and Portland is a world-class small city as shown in many "top ten" lists during the past ten years.

The Communications Manager is responsible for executing the GPCOG Communications Plan and supporting PACTS' priority communications needs, achieving the following goals:

- **Engage municipalities and residents in GPCOG's and PACTS' work.** GPCOG and PACTS ensure that municipalities and the public understand our programs and services, and that a diverse range of the region's leaders and residents are shaping our work.
- **Help cities and towns make data-informed decisions.** GPCOG and PACTS provide easy-to-understand data and analysis, such as reports, maps, and web-based content, to help municipal officials make informed decisions.
- **Serve as a thought leader on local and regional issues facing cities and towns.** GPCOG and PACTS provide background research and analysis that will help the region craft and enact solutions to our shared challenges, opportunities, and vision for the future.
- **Voice the aspirations and concerns of the region.** GPCOG and PACTS develop a widely-shared regional vision, facilitate approaches and recommendations regarding key issues, and communicate this information through multiple channels to the region's stakeholders and opinion leaders.

The Communications Manager will be expected to fully grasp the entirety of our agency's work and take the initiative to meet the region's communications needs.

To do so, the Communications Manager will advance all of the following job responsibilities in order to successfully engage our members, partners, public stakeholders and opinion leaders:

- **Media relations** (press releases, media events, earned media and branding strategy implementation).
- **Website management** (curate daily content, manage site evolution)
- **Social media management** (manage daily content including response interaction)

- **External communications** (produce and distribute newsletters, publications, marketing materials supporting programs, events etc.)
- **Member profiles and news** (weekly content generation)
- **Photography** for all communication channels
- **Layout & Design** for all communications purposes

In addition to possessing the skills necessary to excel at the responsibilities outlined above, GPCOG seeks a candidate with the following qualifications:

- A minimum of a bachelor's degree with a communications concentration
- A minimum of 5 years of experience managing communications for a comparable organization
- Excellent written and oral communication skills and the ability to effectively present to a variety of audiences, including elected officials, technical staff, and the public
- The ability to attend night and weekend meetings as required

We offer a comprehensive benefits package, competitive salary, and a fun and creative working environment. We are an equal opportunity employer, committed to representing the region's diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.

Come join our team!

Interested candidates should submit resumes, a writing sample and minimum salary requirements (no phone calls please) by September 30th, 2018 to:

Interested candidates should electronically submit a cover letter, resume, short writing sample, and minimum salary requirements by September 30, 2018 to: Chris Hall at chall@gpcog.org.

Email subject line: Application Communications Manager

No phone calls, please.
