Senior Position – Community Partnerships

As the regional council for Maine’s Greater Portland and Sebago Lakes areas, GPCOG is an association of cities and towns serving rural, suburban, and urban areas. We take pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future of our growing region. We do this through a variety of programs, services, projects and initiatives – all with the goal of improving the lives of our community members and making our region the best in the country.

One of Greater Portland’s greatest strengths is the growing diversity in its communities. The Greater Portland Council of Governments believes that diversity, equity, and inclusion considerations should shape every area of its work, internally and externally; internally, by creating and maintaining an inclusive organizational culture and, externally, by focusing explicitly on equity and inclusion to ensure increased accessibility and pathways to prosperity for all community members. Our work progresses when our team can draw on a wide range of personal experiences and backgrounds, and when each member is open to learning from the experiences of others, both internally and externally.

As an equal opportunity employer, GPCOG embraces all applicable state and federal laws and regulations and does not discriminate against applicants for employment or employees because of race, color, creed, religion, ancestry, national origin, sexual orientation, sex or gender, gender identity or expression, pregnancy, medical conditions, age, disability or other handicap, genetic information, marital/familial status, veteran status, military status, or income or status with regard to public assistance in any aspects of our personnel policies, working conditions, or hiring and recruitment.

To create and nourish a diverse workforce in the Greater Portland and Sebago Lakes region, GPCOG encourages members of groups traditionally underrepresented in local government and professional positions to apply for our open career opportunities.

GPCOG recognizes the value of a healthy work/life balance for our team members and as such, we provide a variety of benefits to promote that balance. GPCOG encourages opportunities for career advancement through tuition assistance and professional development opportunities, leadership programs, and participation in local and national organizations. GPCOG also offers flexible schedules and remote work options as well as paid time off and holidays. GPCOG employees also may be eligible for health, vision and dental insurance, employer-paid short-term disability coverage, participation in a Defined Contribution retirement plan and Deferred Compensation Plans that employees can opt into for additional retirement funding.

As part of GPCOG’s Communications and Engagement team, the Director of Community Partnerships will lead the agency’s work to inform and engage our municipal members and community members in the Great Maine Neighborhoods campaign, which focuses on expanding housing and transportation choices in Greater Portland. The position will also work with elected and appointed officials to understand our members needs, coordinate across the agency to ensure the GPCOG team is meeting those needs, and mobilize members around shared advocacy priorities. This position will manage the agency’s social media platforms and the “Let’s Connect Greater Portland” radio show to provide information and stories about housing, transportation, economic development, sustainability, and more.
What you’ll do

- **Member Service and Engagement:** Cultivate relationships with the region’s elected and appointed officials to build the agency’s understanding of the issues and challenges faced by each municipality, and the highest priorities for GPCOG service for our members. Track and oversee GPCOG’s member service delivery for each municipality to ensure GPCOG is providing the highest level of customer service to our members. Solicit engagement from these officials to demonstrate alignment of the region’s priorities with state and federal officials.

- **Communications Initiatives:** In the first two years of the position, the focus will be on developing and implementing a comprehensive communication strategy for the Great Maine Neighborhoods campaign. The position may also be called on to develop strategies to engage and communicate about active transportation, climate resilience, digital equity, or any other issue of focus for the agency. Initiatives will involve creating and disseminating engaging and informative content for GPCOG’s communications channels (website, social media, radio/podcast, email campaigns, newsletters, events) and for diverse audiences including members of the public, municipal officials, transit agency staff, decisionmakers, and community leaders.

- **Content Creation:** Create and disseminate engaging and informative content for GPCOG’s communications channels (website, social media, radio/podcast, email campaigns, newsletters, events) and for diverse audiences including members of the public, municipal officials, transit agency staff, decisionmakers, and community leaders.

- **Digital Media Management:** Manage GPCOG’s digital presence, including social media accounts, and online platforms, ensuring consistent branding and messaging.

- **Radio Show Management:** Book guests for, and produce and promote GPCOG’s weekly radio, public access TV show and podcast *Let’s Connect Greater Portland*. Serve as guest host for the show when Executive Director is unavailable.

- **Collaborative Support:** Support GPCOG project leads and the Communications and Engagement team members in tasks as needed.

What you’ll bring

- Superior interpersonal skills and track record in developing strong relationships across a wide diversity of people and partners, including government officials, community organizations, and the public.

- Excellent written and verbal communication skills, with the ability to convey complex information in a clear and compelling manner.

- Understanding of the region’s transportation, housing, land use, climate, economic development, and broadband issues and concomitant state policy context.

- Familiarity with and knowledge of municipal government.

- Detail-oriented and highly organized with ability to manage multiple tasks and meet deadlines in a fast-paced environment.

- Proven experience in developing and implementing successful communication and engagement strategies in a nonprofit, government, or regional planning setting.

- Strong digital media management skills, including proficiency in social media platforms.

- Photography, videography, audio and video editing skills a plus

- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.
What to know

- GPCOG offers a hybrid workplace that allows staff to work remotely. This position will need to hold in-person meetings with government officials, attend community events and attend some team meetings in person.
- Work hours and schedule may be flexible to 40 hours per week, with some ability to adjust based on circumstances, depending on what you bring to the position.
- Occasional travel in the Greater Portland region and to Augusta may require extended hours on occasion.
- GPCOG offers competitive benefits, a fun, flexible, and creative work environment, and an annual salary in the $80s for the right well-qualified candidate.
- Position title as well as salary will be determined at the time of hire based on qualifications and experience.
- People of color, people with disabilities, members of traditionally underrepresented groups, and veterans are welcome and encouraged to apply.

What to do now

- Go to https://tinyurl.com/2fnpe6y6 to provide your contact information, then
  - Upload your cover letter telling us why you want to join GPCOG’s team in a senior position in community partnerships.
  - Upload your résumé, highlighting your education, relevant experience, and skills, and
- Submit all of these no later than December 10, 2023.
- All applications must be submitted using this application portal to be considered.

More to know

GPCOG serves as a federally designated metropolitan planning organization (as PACTS), the regional Economic Development District, and state designated regional planning agency supporting 25 member municipalities and other cities and towns throughout the greater Portland region. As Maine’s economic center, Greater Portland is an exciting region in which to work and live. GPCOG is committed to advancing racial equity, social and environmental justice in its work to build sustainable prosperity for all in the Greater Portland and Sebago Lakes Region.

Visit us at www.gpcog.org