

## **COMMUNITY ENGAGEMENT PROFESSIONAL**

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 our growing region's future. 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, 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 a key part of the Communications and Engagement Team, you will develop inclusive engagement practices to support agency wide initiatives including transportation, sustainability, economic development, and planning. If you have program management experience, enjoy

community-building initiatives, and want to support shared, sustainable prosperity in the Greater Portland, Maine region, then you're someone we want as part of our team!

### **What you'll do**

- Conduct outreach and engagement to support planning processes within the following GPCOG initiatives: Transportation, Sustainability, Economic Development, Housing and Land Use Planning, and Broadband/Digital Equity.
- Design, implement and in some cases facilitate community workshops, surveys, focus groups, stakeholder interviews, and tabling events at various locations throughout the GPCOG region and/or through virtual meetings.
- Maintain working relationships with stakeholders, stay current on community events, and identify other collaboration opportunities in the region
- Develop and implement best practices to promote active participation and meaningful involvement of stakeholders across issue areas. Participate in peer exchanges, webinars, and other learning forums.
- Support Community and Engagement Team management through task management, calendar maintenance, note-taking, and scheduling.

### **What you'll bring**

- Proven experience in developing and implementing outreach and engagement activities that yield accurate and meaningful data to inform plans and decision-making.
- Knowledge of and/or enthusiasm for local and regional planning efforts within Transportation, Sustainability, Economic Development, Housing and Land Use Planning, and Broadband/Digital Equity.
- Knowledge about inclusive engagement and decision-making practices.
- Event-planning and facilitation skills.
- Experience working with disadvantaged populations, including people with disabilities, older adults, BIPOC communities, and limited English proficiency populations.
- Excellent interpersonal skills and ability to build relationships with stakeholders from various sectors and industries, including public officials, community and faith-based organizations, private businesses and more.
- Orientation to recognize, prioritize, and accommodate diverse needs of community members throughout the region, and to meet people where they are.
- Sharp attention to detail and the ability to manage tasks for multiple programs and projects at once.
- Excellent written and verbal communication skills, with the ability to convey complex information in a clear and digestible manner for a diverse audience.

- Speaking any of the non-English languages commonly spoken in our region is a plus, but not required. These languages include, but are not limited to, Arabic, French, Portuguese, Somali, and Spanish.
- Knowledge of Title VI, Disadvantaged Business Enterprise, and other programs that support compliance with federal civil rights requirements is 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, although the Communications and Engagement Coordinator will need to attend community events and meetings in Greater Portland.
- Occasional travel in the Greater Portland region and extended hours are required.
- GPCOG offers competitive benefits, a fun, flexible, and creative work environment, and an annual salary in the mid-50s for the right well-qualified candidate.
- 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.
- Position title (Community Engagement Specialist or Coordinator) and salary will be determined at the time of hire based on qualifications and experience.

### **What to do now**

- Go to <https://tinyurl.com/4f3z7mac> to provide your contact information, then:
  - Upload your cover letter telling us why you want to join GPCOG's team as a community engagement professional.
  - Upload your résumé, highlighting your education, relevant experience, knowledge, and skills, and
  - While not required, you may upload a brief sample of your work product that demonstrates your knowledge and competencies in the role of Community Engagement Professional.
- Submit these no later than June 23, 2024. Applications will be reviewed as they are received, and the position may be filled before the deadline for submission.
- 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](http://www.gpcog.org)