



OFFICE OF THE PRESIDENT
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Workforce Communications Director

The Maine Community College System (MCCS) is seeking a full-time Workforce Communications Director. The Director is responsible for the statewide marketing campaigns with the Harold Alfond Center for the Advancement of Maine’s Workforce, under direction from the Chief Workforce Development Officer, for the Maine Community College System’s (MCCS) Workforce Development Department. The campaigns will include collaboration with key stakeholders (internal & external), content creation and design utilizing industry best practices, delivered via print and electronic medium, and reporting outcomes of effectiveness. The Director will also work with the MCCS Chief Counsel for Labor and Employment on Human Resources matters including background checks and other matters related to applicants and new hires. This is a four-year, grant-funded position.

MINIMUM QUALIFICATIONS: Bachelor’s degree in related field with 2 years’ relevant work experience in communications, marketing, workforce development and/or human resources or an Associate’s degree with 5 years’ relevant work experience. Masters’ degree, experience working in higher education, workforce training preferred.

The Workforce Communications Director is required to have: Superior written/oral communications skills; strong project management skills, knowledge of marketing best practices and various social media platforms; the ability to manage multiple projects with competing deadlines, and the ability to work independently as well as professionally collaborate with peers.

MCCS offers a full suite of benefits including health, dental, vision and life insurance, retirement savings, paid holidays, vacation and sick time.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **January 10, 2022**, to:

Workforce Communications Director Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer committed to diversity, equity, and inclusion. For more information about our commitment, please call the MCCS Affirmative Action Office, 629-4000.

December 27, 2021