



OFFICE OF THE PRESIDENT
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Marketing and Communications Specialist

The Maine Community College System (MCCS) is looking to fill a full-time Marketing and Communications Specialist position. This position supports the planning, development, and execution of the Harold Alfond Center for the Advancement of Maine's Workforce (the "Center") marketing and public relations activities. This position manages and oversees a broad range of digital and traditional marketing and communications efforts including managing multiple social media accounts, developing digital marketing campaigns, coordinating events, and serving as a liaison with Maine's community colleges to build awareness of and drive participation in workforce development programming. The Marketing and Communications Specialist is responsible for the design, production and brand consistency of the Center's recruitment, marketing, advertising, and collateral publications and assets. This position requires on-site time for events, team collaboration, and meetings. Regular travel to Maine's community college campuses will be expected. This position is grant funded through June 30, 2030.

The Marketing and Communications Specialist position is classified as a level 3 in the MEA Administrators Bargaining Unit. Dependent on experience and qualifications, the position expects to pay in the vicinity of \$60,000. MCCS offers a full suite of employee benefits including health, dental, vision and life insurance, retirement savings, flexible savings accounts, employee assistance program, tuition waivers, 529 education plan MCCS matching grant and paid holidays, vacation, and sick time.

The required minimum qualifications include an Associate's degree and two years of work experience in communications, marketing/public relations, or related field. Years of relevant training and experience may be considered in lieu of minimum education requirements on a year-for-year basis. Experience in higher education, workforce, or a nonprofit organization preferred. Graphic design experience required as well as photography and video creation and editing experience.

The required knowledge, skills, and abilities include, but are not limited to, the following:

- Proven results in managing social media platforms (Facebook, Twitter, YouTube, Instagram, etc.) and analytics
- Web and CRM management experience
- Experience with database management, spreadsheets, and Adobe Creative Cloud (specifically InDesign, Illustrator, Photoshop, Lightroom and Premiere Pro)
- Demonstrated ability to work on multiple projects simultaneously while managing deadlines
- Event planning experience preferred
- Excellent written/oral communication skills
- Proven ability to work cross-functionally
- Ability to work independently

For more information about this opportunity and others, please scan the QR code. Please upload your cover letter, a link to a portfolio, website, or 3-5 work samples demonstrating relevant experience, current resume/CV, including names and contact information for three professional references, and official transcripts when you complete the [online application](#). Search will remain open until the position is filled.



MCCS is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodation to qualified individuals with disabilities upon request. For more information, please contact the MCCS Affirmative Action Office at 207-629-4000. TTY Dial Maine Relay 711.

Date Posted: August 19, 2026