



Sustainable Prosperity Project Coordinator

Job Description

SCEC seeks a Project Coordinator to join the Sustainable Prosperity Team.

Job Description: Full time, Exempt, Compensation: \$60,000 to \$65,000 annual salary; competitive benefits including cost share of health insurance premiums for employee and family plans

Location: Machias or Calais (travel to Machias and Calais SCEC locations and in person meetings also required). Must reside in Washington County by the time employment commences.

Start date: ASAP

The Sunrise County Economic Council (SCEC) initiates and facilitates the creation of jobs and prosperity in Washington County, Maine, by working with a consortium of community-minded businesses, not-for-profit organizations, municipalities and citizens.

The Sustainable Prosperity Team works with communities across the region to help communities thrive by rising to the challenges of a changing world. Our work focuses on supporting communities, organizations and people by working together to protect and restore healthy natural and cultural ecosystems. Through strategic regional initiatives, we build on the Downeast community and culture to build resilience, hope, and agency.

The Project Coordinator for SCEC's Department of Sustainable Prosperity works closely with the Co-Directors to conduct research, data analysis, mapping, content development, and reporting for a diverse portfolio of projects.

The Sustainable Prosperity project coordinator provides support on the following initiatives, and others that may arise:

- Downeast Conservation Pathways strategic planning
- Working Waterfront resilience and adaptation planning
- Sustainable Fisheries
- Heritage Industries
- Downeast Maine National Heritage Area program development
- Scenic Byways Management Plan updates
- Tribal Capacity Building

Job Responsibilities

- Data management and analysis related to key regional development projects, including housing, regional planning, tourism, resource-based industries, outdoor recreation, conservation, and heritage initiatives
- Research, including data compilation, data gathering, content analysis, stakeholder interviews, surveys, etc. Research includes a range of resources from technical reports to historical documentation.
- Writing reports related to Sustainable Prosperity projects
- Other duties, as assigned, in support of Sustainable Prosperity projects

Required Qualifications

- Bachelor's degree in a related field or equivalent experience
- Data management and analysis skills
- Basic data visualization and communication skills
- Basic graphic design skills
- Excellent written, oral and interpersonal communication skills
- Demonstrated ability to:
 - manage multiple projects and deadlines simultaneously
 - work independently
 - engage with diverse people

Desired Qualifications

- Experience living and working in rural communities
- Master's degree in a related field
- Experience and skill with quantitative and/or qualitative data collection and analysis
- Intermediate data visualization and communication skills
- Geographic information systems skills
- Familiarity and connections to the community and/or economy of Washington County, Maine
- Knowledge and interest of any of the following: history and culture, fisheries, small agriculture or forestry, community development and/or natural resources
- Familiarity with Passamaquoddy culture and issues and/or those of other tribal nations
- Experience working with small municipal governments

Submit your resume, cover letter, and three references to HR@sunrisecounty.org. The position will remain open until filled.

SCEC is a recovery friendly and equal opportunity employer.