Digital & Social Media Coordinator

The Maine Humanities Council is seeking someone exceptional to join our team. Our work environment is collaborative and team focused. We value a work environment where the ideas, perspectives, and work of all staff members can move us forward. We believe that we are stronger the more fully we see and reflect the diversity of our communities. We work toward equity, accessibility, inclusion, and representation of diverse experiences and perspectives. Our work takes the long view, takes humanity seriously, and requires commitment and delight. We invite you to apply.

As we grow our staff, the MHC is committed to enhancing our connections in the most rural parts of Maine. **While our offices are located in Portland, most of the job will be remote work**, and we invite candidates from outside Portland – and particularly from rural areas – to apply. As we continue to expand our reach to all people living in Maine, we are excited to offer programming and opportunities that are accessible to people traditionally underrepresented in the humanities, including people who speak languages other than English, people with disabilities, and people from diverse racial and ethnic backgrounds. We particularly invite candidates with roots and connections in these communities to apply.

We are looking for someone who will collaborate with the Communications Team and other staff to create digital and online content that tells the story of Maine Humanities' programming, partnerships, and impact. The primary work of this position will be:

- Creating and editing content for graphics, video, audio, and other digital media.
- Writing and adapting copy and key messaging for online and digital use, including social media and website.
- Managing Maine Humanities' social media accounts and campaigns—currently Facebook, Instagram, and YouTube.
- Supporting staff with online publicizing of Maine Humanities' annual public events.
- Working with the Communications Team to ensure consistent branding and messaging across Maine Humanities' online and digital spaces.

We are excited to read applications from people with a wide range of work and life experiences. The candidate we'd like to hire should possess some combination of the following:

- Experience with Adobe Premiere Pro or other professional video production software (please list on resume).
- Experience with graphic design software like Adobe InDesign, Express or other software (please list on resume).
- Experience with WordPress or other website management tools (please list on resume).
- Experience creating and distributing web content in a variety of formats and social media outlets.
- Some skill and experience creating content for video, audio, or other media, including scripting, interviewing, recording, and editing.
- Some knowledge of accessibility tools for video and audio (i.e. captioning, transcription, image descriptions).
- Strong attention to detail and excellent proofreading skills.
- Ability and willingness to travel (having a vehicle is **NOT** a requirement).

Candidates will feel most comfortable in this work environment if they bring:

- Skill and enthusiasm for working with community partners.
- Skill and enthusiasm for deepening engagement with a wide variety of audiences through programs grounded in books, poetry, history, and big ideas.
- Experience working in a collaborative, dynamic work setting.
- Flexibility and a creative approach to problem-solving.

Excellent benefits, including health, dental, and vision insurance and generous paid time off. The starting pay range for this position is $49,000-$52,000, depending on experience. Please submit cover letter and resume with contact information for references to info@mainehumanities.org. Application deadline: **Friday, May 31st.**