

Job Description:

The Community Outreach Officer serves as the principal spokesperson for the organization and works with the Executive Director to give direction to the achievement of LCTV's mission, goals and objectives, and developing long-range strategic plans to respond to the challenges of Community Media. This is a part-time position, paid on an hourly basis with a guarantee of a minimum 32 hours a month.

Essential Responsibilities and Duties:

Key responsibilities include outreach and promotion. This person must be technologically cognizant of both new and social media, be familiar with video production and digital editing equipment, and encourage the growth of diverse and quality programming.

Duties include, but are not limited to the following:

- Write weekly press release/articles/column for local newspapers
- Maintain and grow LCTV presence on social media platforms, including Facebook and the LCTV website
- Maintain a close working relationship with representatives of the community organizations, government agencies and schools in Lincoln County.
- Oversee an effective outreach effort, with an emphasis on reaching out to local underserved populations
- Prepare periodic reports regarding progress toward and barriers to the achievement of such policies and plans
- Listen and communicate effectively in welcoming a diversity of opinions, needs, and cultures
- Work with Executive Director to constantly improve and enhance the services offered by LCTV

Knowledge/Skills:

- Strong communications skills, including effective public speaking, writing and social media
- Dedication to First Amendment rights and enhancing citizen participation through access to communications media
- Demonstrated ability to develop and coordinate active outreach programs
- Knowledge of grant writing
- Knowledge of the workings of small non-profit organizations
- Knowledge of the workings of small local municipalities

Minimum Employment Standards and Requirements:

- BA or BS degree from an accredited college or university, or equivalent experience
- Two years of experience with community outreach

The starting pay will be appropriate for a community media center in Maine, commensurate with applicant's qualifications.

Applicants Must Submit via E-mail:

- A detailed letter of introduction describing applicant's experience, knowledge and skills that match the identified duties, responsibilities, minimum employment standards and requirements of this position.
- Current resume
- At least three professional references with telephone numbers and e-mail addresses.
- Please send Word or PDF format documents as attachments to an e-mail message to lctvchannel7@gmail.com.
- Applications will be reviewed on an on-going basis. No phone calls, please.