



Job Opportunity: Engagement and Outreach Fellow

Location: Hybrid position headquartered in Augusta, Maine

Help Shape Maine's Energy Future

The Maine Department of Energy Resources (DOER) is seeking an Engagement and Outreach Fellow to join a growing team working to advance affordable, reliable, and cleaner energy solutions for Maine people and communities.

This is an opportunity for an early-career professional interested in communications, public service, community engagement, or energy policy to gain hands-on experience supporting statewide initiatives that impact Maine's economy, energy system, and communities. The Fellow will work alongside experienced professionals, build valuable skills in government and stakeholder engagement, and contribute to projects that help Maine people better understand energy issues and opportunities.

About the Department

In September 2025, the Maine Department of Energy Resources (DOER) launched as a new cabinet-level department, replacing the Governor's Energy Office, to lead the state's energy policy, planning, and energy procurement efforts. DOER works to advance energy affordability, reliability, resilience, and economic opportunity for Maine people and businesses. As a newly established department, DOER offers a unique opportunity to contribute to a growing organization and gain exposure to a wide range of energy and public policy initiatives.

About the Role

The Engagement and Outreach Fellow will provide support for DOER's communications, outreach, and stakeholder engagement activities. Working closely with staff across the Department, the Fellow will help coordinate meetings and events, maintain outreach materials, support website and communications updates, and assist with stakeholder engagement efforts.

This role is ideal for someone who enjoys organizing projects, communicating with diverse audiences, and learning how public policy is developed and communicated. The Fellow will gain experience working with state agencies, municipalities, community organizations,

and industry stakeholders while developing skills in communications, project coordination, and public engagement.

Duties and Responsibilities:

- Provide support for communications and outreach activities, including scheduling meetings, coordinating logistics, preparing materials, and maintaining contact lists
- Assist with the preparation, formatting, and distribution of public-facing materials, including newsletters, presentations, fact sheets, reports, and other communications products
- Assist with updating and maintaining content on the Department's website and other communication platforms to ensure information remains accurate and current
- Support internal coordination across DOER divisions and with partner agencies on communications and outreach initiatives
- Perform other program support duties as assigned

Desired Experience:

- Bachelor's degree in communications, public administration, business, economics, political science, environmental studies, or a related field
- Interest in public service, communications, community engagement, energy policy, or related fields
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Experience with Microsoft Office
- Ability to manage multiple tasks and deadlines in a collaborative work environment
- Ability to work independently while maintaining strong communication with supervisors and team members

Preferred Qualifications

- Internship, volunteer, academic, or equivalent experience providing customer service or communications assistance.

Professional Development and Mentorship

DOER fosters a collaborative culture where staff learn from and support one another. Fellows are fully integrated into the team and paired with an experienced mentor who serves as their primary day-to-day contact.

In addition to supporting communications and outreach activities, Fellows have opportunities to collaborate with staff across the Department, participate in meetings with state government partners and external stakeholders, and gain exposure to a broad range of energy policy and program areas. This experience provides a strong foundation for careers in government, communications, public policy, community engagement, and the energy sector.

This is a one-year position with the potential to extend for a second year.

Compensation and Benefits

- **Salary:** \$60,000-\$75,000 annually, based on experience, through a contract with a staffing agency
- **Health insurance:** Eligible after one month of full-time employment (120 hours worked)
- **Paid time off:** 1 hour of paid time off earned for every 40 hours worked, no paid holidays
- **Retirement:** 401(k) plan available

How to Apply

Please submit a cover letter and resume to doer@maine.gov with the subject line **"Engagement and Outreach Fellow."**

Application Deadline: July 10, 2026