



## MAINE DEPARTMENT OF Energy Resources

**Job Opportunity:** Communications and Outreach Fellow

**Location:** Hybrid position headquartered in Augusta, Maine

**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 and planning. With its creation, DOER was granted new authority to issue competitive solicitations aimed at increasing the supply of affordable, reliable, and cleaner energy developed locally in Maine.

**About the Role:** The Communications and Outreach Fellow will support DOER's external affairs activities by developing and implementing public-facing materials and stakeholder engagement initiatives. As part of this work, the Fellow will help support DOER's efforts to engage with municipalities and develop tools and resources to help Maine communities and individuals understand and plan for energy-related developments, in collaboration with other state entities. This work will advance a broader effort to introduce DOER's roles and responsibilities to the public while strengthening energy literacy across the state.

### **Duties and Responsibilities:**

- Lead the development of educational materials to raise awareness of DOER initiatives and energy issues in Maine, including informational fact sheets, PowerPoint presentations, infographics, reports, email newsletters, social media posts, and other deliverables for a range of audiences including municipalities and the public;
- Support the development and execution of stakeholder outreach plans across DOER divisions, including engagement with town councils, local planning boards, and other community groups;
- Assist with maintenance of the Department's website to provide accurate, up to date information in coordination with the DOER team; and
- Help support cross-agency relationships on energy topics.

### **Desired Experience:**

- Bachelor's degree in a relevant field (communications, writing, business, economics, policy, environmental science, or related)

- 1–2 or more years of experience in a related role, such as stakeholder outreach, field organizing, journalism, or communications
- Excellent written and verbal communication skills
- Creative skills with familiarity in graphic design tools including Canva, PowerPoint, social media, email marketing platforms, and websites
- Demonstrated project management skills with the ability to manage multiple priorities
- Strong analytical and problem-solving abilities
- Comfortable working both collaboratively and independently in a fast-paced, hybrid environment

The DOER team fosters a collaborative culture where staff learn from and support one another. Fellows are embedded within the team and paired with an experienced mentor who serves as their primary day-to-day contact. DOER leadership ensures Fellows have opportunities to work across the team and engage with state government partners and external stakeholders to broaden their experience and build meaningful skills.

This is a one-year position with the potential option to extend an additional year. Compensation for the Fellowship is \$60,000-\$75,000 annually, based on experience, through a contract with a staffing agency.

Applications should include a cover letter, resume, professional writing sample, and three professional references.

Application packets can be sent to [doer@maine.gov](mailto:doer@maine.gov) with the subject line “Communications and Outreach Fellow”

Deadline for application submission is April 30, 2026