DEPARTMENT OF INLAND FISHERIES & WILDLIFE
41 State House Station, Augusta, ME 04333 * Main Office Located at 284 State Street

PUBLIC RELATIONS SPECIALIST

<table>
<thead>
<tr>
<th>Opening Date:</th>
<th>May 4, 2018</th>
<th>Closing Date:</th>
<th>May 21, 2018</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Augusta</td>
<td>Position #:</td>
<td>01841-2312</td>
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<tr>
<td>Position Type:</td>
<td>Permanent Full Time</td>
<td>Class Code:</td>
<td>0824</td>
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<tr>
<td>Grade/Salary:</td>
<td>20 ($16.13 – $21.73/hr)</td>
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The Department of Inland Fisheries & Wildlife has a position of Public Relations Specialist open for recruitment.

**BRIEF JOB DESCRIPTION:** This is a professional services position that coordinates and disseminates information regarding the Maine Department of Inland Fisheries and Wildlife and its partners’ programs and events under the guidance of the supervisor of the Recreational Safety Unit. This position will work with a steering committee of Department staff in the development and implementation of a new Departmental initiative for Recruitment, Retention, and Reactivation (R3) of individuals participating in outdoor activities related to Inland Fisheries and Wildlife’s mission. The position will coordinate public and internal agency education functions, research and develop new programming strategies for implementation of R3 efforts and partnerships with non-governmental organizations. The purpose of this position is to inventory, develop, coordinate, and analyze the effective delivery of angler, hunter, trapper, shooting sports, and outdoor skill-based educational programs. The position will partner with a variety of Departmental staff, other State Agencies, sporting groups, universities, and other state/national organizations to identify skills-based programs, deliver training, and coordination to recruit, retain and reactivate members of the outdoor recreation community.

**DESIRED SKILLS:**
Required: A demonstration of professional communications experience interacting with public service professionals
Required: Ability to organize groups of people to produce results of program needs
Required: Ability to communicate effectively orally and in writing
Required: Knowledge of computer skills, including Microsoft Word, Outlook, Website, Facebook, Twitter, and various graphic programs such as InDesign.

**MINIMUM QUALIFICATIONS:** A four (4) year combination of education, training, and/or experience in journalism, public relations, or broadcast writing. Education in other fields must be supplemented by two (2) years of work experience which provides knowledge of professional journalism, public relations, various media, and/or information dissemination techniques.

Preference will be given to those experienced in multi-media operations, various forms of social media, and program management

Applicants must submit written responses to each of the questions listed in the Supplemental Information section of this bulletin to be considered.
SUPPLEMENTAL INFORMATION: In addition to submitting a completed Maine Direct Hire Application Form, you must address each of the following items in order to be considered.

1. Describe your education and/or experience(s) which provides you with knowledge of the safe use of firearms, recreational vehicles, and laws pertaining thereto.

2. Describe any experience(s) you have in teaching, providing training, developing and/or implementing a curriculum.

3. Describe your program coordination experience, especially relating to public or volunteer programs.

4. Describe any experience(s) you have in recruiting, motivating, coordinating, and/or managing volunteers.

5. Describe a situation where you had to develop stakeholder consensus on a controversial issue or an issue where there were divided opinions of stakeholders. What steps did you take to help resolve the issue or gain consensus?