MAINE
STATE
CHAMBER
of
COMMERCE

Director of Communications

Location – 128 State St. Augusta, ME 04330
Reports to Director of Operations

Position Overview:

Join the Maine State Chamber of Commerce as Director of Communications and help shape the voice of Maine's leading business association. This high-impact role offers the opportunity to drive statewide media strategy, advise senior leadership, engage elected officials and the public, and lead communications across press, digital, social, podcast, video, campaigns, and major events. For a skilled storyteller who thrives in a fast-moving environment, this is a chance to elevate the Chamber's influence and help build Maine's future economy.

About the Maine State Chamber of Commerce:

The Maine State Chamber of Commerce is Maine's largest and oldest business association. The organization aims to ensure a positive business climate, economic growth, and favorable legislation to allow Maine businesses to stay competitive on local, national, and global levels. The Maine State Chamber of Commerce pursues this mission through advocacy, grassroots calls to action, and sharing information. The Maine State Chamber of Commerce provides its members with Access, Advocacy, and Awareness. Join us at The Maine State Chamber of Commerce where you can help be ***The Architect of Maine's Future Economy***

Responsibilities:

- Acts as the State Chamber's press liaison for print, broadcast and online news outlets
- Writes and distributes press releases and media statements
- Writes, edits, and secures placement for op-eds
- Writes talking points and remarks for events, conferences, and other speaking engagements for Chamber President
- Monitor news media to collect and distribute daily clips
- Provide rapid response and crisis communications when necessary
- Direct communications for campaigns and referendums
- Manage production and content for *The Bottom Line* podcast
- Work with third-party video production for in-person event content
- Edit, render, and distribute virtual event recordings and in-house video production
- Stay up to date with media landscape, trending issues, communication optimization efforts, and maximize the Chamber's voice
- Work with the Director of Operations to create and engage with social media content on multiple platforms to reach target audience and strategically aligned demographics

Qualifications:

A degree in Public Relations, Journalism, or Creative and Professional Writing is preferred
Strong writing and communication skills
Experience with podcast and video editing and production
A connection to Maine's media outlets
Experience leveraging social media platforms for messaging and reaching target audience is a must
Experience in State level government is preferred

Specifications:

The ideal candidate will be a motivated individual with a great attention to detail. Being team oriented and able to work on multiple tasks in an exciting and rapidly changing environment is a must. The Communications Specialist position is an office position with some opportunity for remote work. Candidate must have reliable transportation and the ability to be in the office most days. Physical requirements include sitting for extended periods and being able to occasionally lift 50lbs overhead.

Job Type

Full time

Pay

$90,000

Benefits

- ✓ 401(k) with company matching.
- ✓ Dental insurance
- ✓ Health insurance
- ✓ Life insurance
- ✓ Vision insurance
- ✓ Vacation accrual (based on years of service)
- ✓ Short & Long-term disability

Schedule

Monday thru Friday 8:30 am - 5:00 pm

This is a hybrid position some days at the MSCC office in Augusta, minimal travel requirements, and remote work.

Dress code

This person will be expected to maintain a professional business appearance.

Interested applicants please contact: Dawn True at **DawnT@CapitalAreaStaffing.com**