



COMMUNITY DEVELOPMENT OFFICER

Education and Broadband

STATUS: Exempt, Full-Time

LOCATION: 386 Main Street, Rockland, Maine

Summary: The Island Institute seeks qualified candidates for the new, full-time position of Community Development Officer (CDO) to serve on the Education and Broadband teams. On the Education team, the CDO will primarily provide support for student and adult college and career readiness programs. On the Broadband Team, the CDO will work to refine our digital inclusion work, which includes providing support to adult learners, and with the team working with local communities to increase connectivity to 21st century, high-speed internet service.

Candidates for the Community Development Officer position will demonstrate strong project management and community engagement skills as well as the ability to create links between external stakeholders and individual and community needs.

Successful candidates will also be team-minded and self-aware, able to give and accept constructive and consistent feedback, and committed to the Institute's organizational values. Most importantly, applicants must be able to carefully allocate their time and organizational resources while working across multiple projects.

Qualifications:

- An undergraduate degree; advanced degree preferred
- At least five years' experience working directly or indirectly with public, nonprofit, and private-sector enterprises, with proven success in the areas of project management and community engagement
- Experience working with students and schools, particularly around career development and financial competency
- Experience establishing and working with community groups to move major projects forward
- Experience contracting with private businesses to provide needed capacity or expertise locally
- Knowledge of the college admissions process
- Demonstrated success in bridging workforce and school populations
- Professional interests that align strongly with the goals of the Island Institute
- The ability to deploy educational tools, both instructing and collaborating with community members
- Exceptional written communication skills; able to effectively convey the organization's mission, priorities, and programs to diverse audiences in a variety of formats
- Outstanding verbal and interpersonal communication skills; able to speak about the organization's work in an articulate, professional, and compelling manner (one-on-one and with groups)
- The ability to understand island and rural communities and how change happens locally
- The ability to listen in communities and in partnerships to inform, develop, and implement responsive programming
- Organizational skills and attention to detail in planning and overseeing project work
- Experience in running effective meetings that meet clearly identified objectives
- The ability to give and receive constructive and helpful feedback with staff colleagues and community partners

- Interest in shaping experiences for community members that inspire them to act and solve problems
- Proven ability to sustain project work in and with communities, and motivate colleagues in team work
- Deep knowledge of project budget planning and management
- Comfort with technology, including IT systems, specifically Office 365 applications
- The ability and willingness to travel, and to work some nights and weekends.

Essential Functions:

- Serve as a member of the Education and Broadband teams and complete the tasks assigned by and within teams in a timely and professional manner
- Work directly with students, teachers, parents, guidance counselors, and business/industry leaders on student career aspirations, college persistence, and leadership.
- Create partnerships with community leaders, nonprofit partners and the private sector on digital inclusion work and increasing internet connectivity
- Provide internal and external support around project management and community engagement
- Seek and participate in professional development opportunities to build cross-sector and essential skills
- Promote the Institute’s work by representing the organization before external audiences as requested
- Other duties as assigned

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 15 pounds. The employee will be expected to travel on occasion by boat and ferry to various island and remote coastal locations. There will be times when working long hours on evenings and weekends will be required
- **Travel:** Must be comfortable traveling for extended periods of time by any mode of transportation in cross-cultural contexts
- **Work environment:** The noise level in the work environment is usually minimal.

The Community Development Officer—Education and Broadband position is a full-time, year-round salaried position starting immediately, with a competitive salary range of \$40,000 to \$55,000 and benefits.

There is no deadline, but preference will be given to candidates whose materials are received by December 31st. Only electronic applications are accepted.

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/>

Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.

For more information about the Island Institute and our work along the Maine coast, please visit www.islandinstitute.org.