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## COMMUNITY DEVELOPMENT OFFICER

*Broadband, Education, and Fellows*

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**STATUS:** Exempt, Full-Time

**LOCATION:** 386 Main Street, Rockland, Maine

**Summary:** The Island Institute seeks a Community Development Officer (CDO) to provide project management and community engagement support for multiple organizational project teams, primarily the Institute's Broadband, Education, and Fellows teams. In this position, we are seeking a highly qualified community development professional who brings a variety of experience in both volunteer management and mentoring young adults. On the Broadband team, the CDO will be working with community volunteer groups, providing both resources and support on process facilitation. On both the Education and Fellows teams, the CDO will be working with young adults (late high school through recent college graduates), providing support and training. We are seeking an organized, detail-oriented professional who is passionate about working with people and community development work.

In this role, the CDO will 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, the CDO 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 in community organizing, working directly with volunteer groups and moving those groups to collective action
- At least five years' experience working with young adults in a teaching, training, or mentoring capacity; curriculum development and workforce training experience preferred
- Knowledge of municipal government process and finances; experience preferred
- Experience working in small, rural communities
- Professional interests that align strongly with the goals of the Island Institute
- 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 or products

- Organizational skills and meticulous attention to detail in planning and coordinating 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
- Proven ability to sustain project work in and with communities
- Comfort with technology and adapting quickly to information technology systems, including Office 365 applications
- The ability and willingness to travel across the state, especially to the Downeast region, and attend occasional evening and weekend meetings.

#### **Essential Functions:**

- Serve as a member of project teams and complete the tasks assigned by and within teams in a timely and professional manner
- Work closely with members of community groups to support and implement community broadband strategies
- Work closely with young adults to provide mentoring and access to educational opportunities
- Work closely with the Island Fellows and their host communities to provide training and support successful community projects
- 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 position is a full-time, year-round salaried position starting immediately, with a competitive salary range of \$40,000 to \$50,000 and benefits. Applications will be accepted until Friday, October 23rd. Only electronic applications are accepted.

**To apply, please use this link:** <https://islandinstitute.bamboohr.com/jobs/view.php?id=63>

*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](http://www.islandinstitute.org).*