University of Maine
Contract Position Description
September 4, 2025

Title: Local Catch Network Communications and Outreach Coordinator
Application deadline: Applications will be reviewed as they are received, with a deadline of September 30, 2025

Purpose: The Communication and Outreach Coordinator will support the continued growth and development of the Local Catch Network (LCN), a hub for knowledge exchange and innovation to support and catalyze local and community-based seafood systems across the United States, Canada, and affiliated islands. The Coordinator will work in collaboration with the Executive Committee, Program Manager, network members, and external partners to strengthen and build the network by incubating projects and programs that further the goals and priorities for vibrant local seafood systems, equitable food access, environmental sustainability, economic vitality, and healthy coastal communities. The Coordinator will support network communication and collaboration; and assist with planning, implementing, and evaluating outreach and training programs.

Essential Duties & Responsibilities:

- Co-develop an **annual communications strategy and content plan**.
- Develops communication materials for network-wide events and programming with fishermen, researchers, technical assistance providers, and partner organizations, including virtual gatherings, webinars, and executive committee meetings.
- Maintains and updates the LCN website and Seafood Finder website.
- Promote the Seafood Finder website, and attend events to attract new members.
- Maintain LCN social media channels (e.g., Instagram, Twitter, LinkedIn) and post regularly according to the communications plan.
- Coordinates communication about the network to increase the reach and impact of small-scale fishing businesses and coastal communities by way of maintaining and developing content for the network listserv, newsletter, and website.
- Develop communication materials for Local Seafood Summits and other LCN events, including press releases, brochures, programs, and coordinate with press outreach and attendance.
- Develop regional inventories of existing programming and/or resources for seafood businesses.
- Organize annual “Find your Seafood Week” Campaign
- Work with journalists to publish relevant research and stories.
- Distribute and amplify the National Action Plan through LCN communications.
- Co-develops and implements member expansion and engagement strategies, as well as onboarding processes for new network members.

- Perform other reasonably related duties as assigned.

Knowledge & Skill Qualifications:

Required

- Bachelor's degree and a minimum of 3 years of professional experience involved in communications and outreach.
- Knowledge of commercial fisheries, food systems, and/or related fields.
- Demonstrated capacity to work effectively both as part of a team, and with significant independence, depending on the varied nature of day-to-day tasks.
- Excellent computer skills, including experience with creating and posting content to a website content management system and social media platforms.
- Excellent skills in written and oral communication.
- Ability to travel (domestic and international) in order to deepen relationships with network members and partners. Performing these essential duties requires a valid driver's license and passport.
- Experience planning virtual and in-person events and meetings, educational programs, and formal and informal meetings.
- Strong organizational skills, including planning, delegating, project management and task facilitation.
- Must be currently authorized to work in the United States on a full-time basis.
- May be required to hold general and professional liability insurance

Preferred

- Adobe Illustrator and other graphic design software, social media platforms (Instagram, Twitter, LinkedIn, etc.), Mail Chimp, WordPress, HootSuite

Position Type: Soft Money Grant funded. Contract position is 20-hours/week for a one-year contract. Salary range is $25,000 - $35,000. Contract renewal based on funding availability and performance.

How to apply: Please submit a cover letter, CV, and representative writing samples (x2). Please submit application materials to Jessica.Joyce@maine.edu with the subject line 'LCN Communication and Outreach Coordinator' by September 30, 2025.