



Shri A. Verrill
Founder & Principal
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Senior Community Outreach and Engagement Specialist

Posting: **January 15, 2025**

Position Title: **Senior Community Engagement/Outreach Specialist**

Company: Sunrise Ecologic

Position Type:

- Part-time (up to 15 hours/week for one year with potential for renewal based on funding)
- Remote and in-person (Midcoast events: Boothbay, Boothbay Harbor, Southport)
- Project-based, with potential for additional hours based on project needs and opportunities for advancement into leadership and executive roles within the company

Compensation: \$26-27/hour (based on experience and education)

Reports to: Principal/Owner

Position Summary

The **Community Outreach and Engagement Specialist** will serve as a key bridge between **Sunrise Ecologic's** regional vulnerability assessment of climate impacts, the **Boothbay Region Climate Action Team (BRCAT)**, and community stakeholders. This role emphasizes fostering meaningful connections, collaborating with the Communication Coordinator, and empowering community members to participate in leadership and decision-making processes. The specialist will develop and implement outreach strategies that promote equitable engagement, enhance collaboration, and drive community-led climate resilience initiatives for the Boothbay Region to serve as an example for neighboring communities.

Key Responsibilities

1. Community Engagement and Outreach

- Design and implement equitable outreach strategies for engaging vulnerable groups (e.g., older adults, youth, town officials, disabled individuals, and locally owned organizations).
- Organize and facilitate public meetings, workshops, and focus groups to support vulnerability assessments and climate education.
- Build and maintain relationships with community leaders and key stakeholders.
- Serve as the liaison between **Sunrise Ecologic** and climate action teams, ensuring open communication and addressing concerns.

2. Project Management

- Plan, implement, and evaluate outreach activities with climate action teams.
- Work with technical teams to simplify complex climate resilience (mitigation & adaptation) concepts for broader audiences.

- Meet project timelines, milestones, and deliverables using project management, time tracking, and scheduling software (e.g., Activecollab, Toggl, Calendly, Doodle).
- Create progress reports and presentations for stakeholders.
- Other duties as assigned by the principal.

3. Leadership Development

- Support BRCAT in building leadership capacity through training, mentorship, and collaborative opportunities.
- Foster youth and community leadership opportunities, particularly through student involvement in climate-related initiatives (e.g., CAG2024-4 Task 3).
- Supervise and mentor student interns, providing guidance on their roles and professional growth.
- Strengthen **BRCAT** governance and decision-making processes.

4. Communication and Content Development

- Work with Communications Coordinator and project team to develop outreach and education materials needed for ongoing outreach and education events, such as newsletters, social media posts, press releases, and FAQs, and coordinate with climate action teams and community members to distribute material.
- Work with Principal, technical staff, and guest speakers, experts to develop educational materials that explain the technical aspects of current topics in clear, accessible, and concise terms.

Qualifications

Education

- Bachelor's degree in Environmental Science, Communications, Urban Planning, Public Policy, or related fields.
- Maine-based education preferred.

Experience

- 5+ years of experience in community engagement, public outreach, or project management in coastal Maine (experience in climate resilience community conversation facilitation is highly desirable).
- Demonstrated ability to engage diverse audiences and build consensus.

Skills

- Strong verbal and written communication skills, with the ability to convey technical information to non-technical audiences.
- High emotional intelligence and active listening skills to build trust and connections.
- Proficiency in project management tools, Activecollab, Gmail, Google Docs, Adobe Acrobat Pro, Google Earth, and Microsoft Office Suite.



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towns a plus!

- GIS or QGIS a plus!

Competencies

- Valid driver's license and access to a personal vehicle for travel.
- Access to computer with reliable internet access.
- Strong organizational skills to handle multiple projects and deadlines.
- Adaptability and problem-solving abilities in dynamic settings.
- Commitment to fostering community, collaboration, and inclusivity.

Working Conditions

- Remote work with occasional travel for meetings and community events.
- Flexibility to work evenings or weekends as needed for public events.
- Travel requirements will vary based on project needs.

Application Process

Submit the following to **Shri@sunriseecologic.com** by **January 31, 2025**:

1. Resume
2. Cover letter outlining:
 - Why you are a fit for the position
 - Interest in part-time work
 - Availability to grow with the company
3. Sample of community engagement work (e.g., communication plan, outreach materials, public presentation).