



## Community Involvement Coordinator

**Greenfield Environmental Trust Group, Inc. (Greenfield) is seeking a Maine-based Community Involvement Coordinator (CIC) to join the team we are assembling to remediate mercury-contaminated sediment in the Penobscot River Estuary. Greenfield has been selected to serve as Trustee of the Penobscot Estuary Mercury Remediation Trust and the Penobscot Estuary Beneficial Environmental Projects Trust. These Penobscot Trusts are dedicated to accelerating the recovery of the Penobscot River and working with community stakeholders, government regulators, and other parties to protect people and the environment and restore the river—one of Maine’s greatest natural resources.**

Greenfield is seeking a candidate with experience managing public participation projects and community involvement activities. The successful candidate should reside in Maine and ideally have a track record of building public awareness of and support for environmental or other large projects of public interest in Maine. The selected CIC will be expected to quickly grasp the Penobscot’s importance to Maine residents, and will work on behalf of the Penobscot Trusts to engage communities and ensure their concerns and opinions are heard and considered. For the right candidate, Greenfield is open to discussing full-time or part-time employment. CIC responsibilities would likely include supporting other Greenfield trust appointments and community engagement projects, if the CIC is employed full-time.

### Essential Attributes and Competencies

- An exemplary team player and leader, committed to open and inclusive communications and conducting all interactions with the highest standards of ethics, integrity, and professionalism.
- Excellent verbal and written communication skills.
- Ability to explain technical issues in a straightforward way to ensure clear, accurate, and effective communications.
- Receptive, diligent, and timely in responses to community inquiries.
- Skilled in using various communication technologies (including websites and social media) to provide information to affected communities.
- Have a respectful and approachable demeanor. Able to successfully solicit input and encourage dialogue with diverse stakeholders.
- A creative and thoughtful advisor dedicated to helping Greenfield teams communicate well and build credibility and trust within the Penobscot communities.

### Responsibilities

- Understand and drive compliance with all the community involvement requirements described in the documents governing the work of the Penobscot Trusts, including the court-approved Consent Decree, Statement of Work, the Penobscot Trust Agreements, and the Community Involvement Plan (CIP).
- Ensure community involvement work is delivered efficiently and cost-effectively, within

## Community Involvement Coordinator

approved project scopes, schedules, and budgets, including by identifying and implementing strategies for accelerating work and saving costs.

- Actively listen and build rapport with project team members and contractors/consultants to support strong collaboration at all levels.
- Establish relationships with local community groups and leaders to build trust and credibility for the Penobscot Remediation Trust and to guide public engagement activities.
- Plan, promote, set up, and help facilitate community meetings, listening sessions, open houses, focus groups, and other public events.
- Support community outreach needed to obtain access agreements.
- Respond in a timely manner to the inquiries of residents, leaders, groups, landowners, business owners, officials, and other stakeholders.
- Help set up and operate the in-state office for the Penobscot Trusts.
- Contribute to the development of the CIP, ensure compliance with the CIP, and update the CIP as needed.
- Manage the website for the Penobscot Trusts and ensure content is current and accurate.
- Plan and prepare informational materials, such as fact sheets, flyers, posters, and newsletters. Use various distribution channels, including mail, email, and door-to-door delivery.
- Plan and execute news media campaigns for the Penobscot Trusts. Monitor news media.
- Design and place print and digital advertising.
- Plan and implement social media outreach.
- Report to Greenfield's director of environmental programs and work closely with the communications director and the communications specialist on community engagement and communications projects. Track and report activities continuously, quarterly, and annually.

### **Minimum Requirements:**

This position requires a dedicated professional with strong writing, communication, critical thinking, and interpersonal skills, including the ability to work independently and in a team, manage deadlines and deliverables, and build lasting relationships with local community members.

- Resident of Maine for a minimum of approximately 5 years.
- Bachelor's degree in a relevant discipline (e.g., communications, public relations, marketing, or environmental science, policy, studies, or affairs; or a related field of study).
- Ten years of experience preferred in public involvement, stakeholder engagement, community relations, or a related field of work, preferably in Maine. Familiarity with the Penobscot River Estuary region a plus.
- Proficiency in planning and managing community involvement activities.
- Ability to write content for various communications platforms (e.g., web copy, press releases, and presentations).
- Proficient in communication and project technologies, including Microsoft Office

## Community Involvement Coordinator

(Outlook, Excel, and PowerPoint); Zoom and/or Microsoft Teams; and website builders and management tools (e.g., Wix, WordPress, and/or SquareSpace). Experience with project databases and Adobe products (e.g., Photoshop) a plus.

- A self-starter able to meet tight deadlines and work independently and under pressure.
- Strong communication, time-management, organizational, critical thinking, and reasoning skills. Keen attention to detail.
- Familiarity with environmental cleanup or experience in an environmental field a plus.
- A portfolio of work available for review.

Greenfield anticipates opening a Penobscot Trusts office in Maine at a location proximate to the Penobscot River Estuary in 2023, and on at least a part-time basis, the CIC will be expected to work from the office and manage it. Greenfield's team spans the United States and is connected virtually. Most Greenfield employees work from home offices and travel intermittently, and the successful CIC candidate will thrive in a hybrid remote environment. We are honored to serve the interests of government, industry, and communities in restoring areas that have been adversely impacted by historic industrial operations.

For more information, visit <https://www.penobscotriversremediation.com> and <https://greenfielddenvironmental.com>.

To apply for this position, please submit a resume and cover letter to Greenfield Communications Specialist Anna Novikova at [an@g-etg.com](mailto:an@g-etg.com). This position will be posted until filled.