

Digital Services Project Coordinator

Location: Augusta, Maine (Hybrid work options available)

Type: Full-time, 1-year limited period (no benefits)

Salary: \$28–\$33/hour (commensurate with experience)

Anticipated Start Date: November 17, 2025

Help Shape the Future of MDIFW's Digital Presence

Maine Department of Inland Fisheries and Wildlife (MDIFW) is seeking a motivated, detail-oriented Digital Services Project Coordinator to join our Information & Education Division for a one-year appointment. This position will play a key role in helping build a new, user-friendly website and expanding the Department's digital communications with the public.

If you enjoy coordinating projects, writing and editing content, and working with a passionate team that connects people to Maine's outdoors, this role is for you.

What You'll Do

Website Redesign Project

- Coordinate between MDIFW staff, the Information & Education team, and contracted vendors to support the launch of a new departmental website.
- Assist with planning, scheduling, and tracking progress toward key project milestones.
- Support content organization, structure, and migration to create a better online experience for the public.
- Provide project updates to MDIFW leadership as needed.

Digital Communications

- Draft and distribute timely, engaging email content through GovDelivery on key topics like wildlife conservation, invasive species prevention, landowner relations, and outdoor recreation opportunities.
- Collaborate closely with the Social Media Coordinator and Marketing Coordinator to align messaging across platforms.
- Assist with website copywriting and other updates to the Department's existing website to ensure clear, consistent communication.

Print & Digital Design Coordination

- Help coordinate the annual Hunting Law Book update, working with program staff to gather and organize content, review edits, and ensure timely production.
- Collaborate with the Department's contract graphic designer and/or external agency to support the development of print and digital materials.
- Track timelines and deliverables to ensure materials are accurate, accessible, and aligned with Department branding.
- Support other print and digital design projects as needed throughout the year.

What We're Looking For

- Bachelor's degree in communications, marketing, digital media, project management, public relations, or a related field or equivalent relevant experience.
- At least 2 years of professional experience in digital communications, project coordination, or web content management.
- Strong writing and editing skills with excellent attention to detail.
- Experience working with content management systems (Drupal preferred).
- Familiarity with email marketing platforms (GovDelivery, Mailchimp, etc.) is a plus.
- Comfortable juggling multiple projects and deadlines.
- Basic understanding of web accessibility and user experience best practices.
- A passion for Maine's wildlife, outdoor recreation, and connecting people to the Maine outdoors is strongly preferred.

Why Join MDIFW?

This is a unique opportunity to contribute directly to how the public engages with Maine's fish, wildlife, and outdoor heritage. You'll work alongside a creative, mission-driven team on a high-impact digital project that will shape the Department's communications for years to come.

Compensation

Hourly Rate: \$28–\$33/hour, depending on experience.

This is a limited-period, full-time position (40 hrs/week) with no benefits.

Hybrid work options may be available, with regular meetings in Augusta.

How to Apply

Please submit the following materials:

1. A cover letter explaining your interest in the position and relevant experience.
2. A resume highlighting digital communications, content strategy, or project coordination experience.
3. Three professional references.

Email your application to: Courtney.Sirois@maine.gov

Priority Application Date: November 7, 2025– Applications will be reviewed on a rolling basis until the position is filled.