



# MSF Job Description 2026

## Maine Service Fellow: Hancock County Planning Commission Fellow, Ellsworth Maine

### About the position

The Hancock County Planning Commission (HCPC) seeks a Maine Service Fellow to support municipal comprehensive planning and climate resilience work in coastal and rural communities. The Fellow will assist towns completing comprehensive plans and climate vulnerability assessments, with a focus on balancing housing affordability and availability with increasing risks from flooding and sea level rise.

This position supports implementation of Maine Won't Wait, the State's climate action plan, by helping municipalities integrate climate data and land-use policy into local decision-making. The role also includes supporting local volunteer committees, strengthening regional networks, and developing reusable templates and planning tools that improve consistency and efficiency across future projects.

HCPC offers a collaborative, supportive work environment with strong mentorship and opportunities for young professionals to build practical skills while contributing to projects that directly affect local communities.

Hancock County is located along the Maine coastline and includes a mix of small towns, working waterfront communities, and rural inland areas. The region is home to Acadia National Park and offers easy access to the ocean, forests, and extensive trail systems. Ellsworth serves as the county's service center, providing restaurants, shops, and daily amenities.

### Position duties:

The Hancock County Planning Commission Fellow will:

- Collecting and organizing local datasets, including parcels, building permits, infrastructure, culverts, critical facilities, and land-use information.
- Producing GIS maps showing flood risk, environmental constraints, infrastructure vulnerability, and housing constraints under the direction of HCPC's GIS Specialist.
- Drafting inventory and analysis chapters for comprehensive plans, including community engagement summaries and supporting maps, using HCPC templates and guidance.
- Supporting climate vulnerability assessments by compiling data from the Maine Geological Survey and other public sources, preparing mapping analysis, and drafting narrative findings in coordination with municipal committees.
- Integrating vulnerability assessment results into other comprehensive plan chapters and municipal goals and objectives.
- Developing and using public engagement materials for housing and climate-risk discussions, including presentations, workshop activities, and visual tools.
- Assisting with facilitation logistics and documentation for public meetings and committee workshops.
- Developing standardized templates and toolkits for vulnerability assessments, data collection, mapping, and community engagement for future projects.
- Participating in regional housing and climate committee meetings and supporting coordination among municipalities and partner organizations.

## **Minimum requirements**

- Must be at least 20 years of age.
- Within the last 5 years, have completed a college degree (associates, bachelors, or graduate).
- Be eligible to work in the United States and pass a background check that includes a criminal history record check.
- Commit to devoting full-time effort to the assignment (1700 hours total over 43 weeks).
- Agree to live in the community impacted by the project.
- Valid driver's license and reliable transportation

## **Strong applicants will enjoy and have relevant experience in:**

- GIS mapping and spatial data analysis
- Community planning
- Climate adaptation or environmental planning
- Data collection and analysis
- Technical writing and report drafting
- Public engagement and meeting facilitation

## **About Us:**

Maine Service Fellows is a statewide service program designed to help rural communities tackle their most critical needs, with a focus on building climate resilience. The program increases the opportunities for recent college graduates to devote a year of service, use their skills to make a difference, and strengthen civic engagement and community resilience through engaging community residents in volunteer-based solutions. Maine Service Fellows recruits individuals who completed a post-secondary degree with the last 5 years.

## **Compensation and benefits:**

- Living allowance of approximately \$27,100 per term (10 months)
- Educational award for student loans of ~\$5,420
- Full health care coverage
- Paid time off
- Housing stipend of approximately \$500/month

**Start Date: mid-May to mid-June, 2026**