



Maine Service Fellow: Comprehensive Planning and Community Action, Machias, Maine

About the position

Maine Service Fellows is a Maine Climate Corps Network program contributing to the goals of *Maine Won't Wait*, the state's climate action plan. This position contributes to two of Maine's climate action strategies: Build Healthy & Resilient Communities, and Engage with People on Climate Action.

Position duties:

The Maine Service Fellow will be based in the Town of Machias to help advance several critical climate action resiliency projects in the six surrounding towns. Located in Washington County, Machias was named for the waterfalls located along the Machias River as in Passamaquoddy, Machias means “bad little falls” (Learn about the town [Town of Machias | Washington County, Maine](#) and about fun things to do in the area [here](#)).

The Sunrise County Economic Council, supported by the Maine Service Fellows, is looking for a Fellow to help coordinate resiliency efforts in six different towns of the Machias Bay area and assist in writing comprehensive plans. Their goal is to expand their capacity to support such efforts by engaging the Fellow in three key areas: vulnerability assessment, comprehensive planning, and regional resilience planning. The Fellow will be working across all aspects of this major regional planning initiative and will help to ensure active communication among all participants.

The Machias Fellow will:

- Attend key meetings that will inform local community resilience assessment and planning, including
 - Upper Machias Bay Master Plan leadership committee and public meetings
 - ETIPP (energy transitions)
 - NOAA (Assessing Community Vulnerability)
 - Others, as assigned
- Attend community meetings to build connections/relationships and learn about key community needs and concerns
 - Machias
 - East Machias
 - Roque Bluffs
 - Machiasport
 - Cutler
- Continue to support community participation in planning processes throughout the year, as appropriate
- Provide regular updates/communication to all participant communities
- Attend SCEC general staff and Community Development Team meetings to build connections with host organization
- Utilize information gathered from meetings and external research to develop community outreach materials, reports, and presentations

Minimum requirements:

- Must be at least 20 years of age.
- Within the last 5 years, 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.

Strong applicants will enjoy and have relevant experience in:

- Ability to accept or recognize the viewpoints of others, and work with a variety of persons
- Work independently as well as part of a team
- Communicate well, orally and in writing
- Ability to establish priorities and meet deadlines
- Public communication skills, including group process methods and graphic presentations
- Gather and organize local and external data/information, including
 - Demographics and social vulnerability
 - Risks and hazards
 - Infrastructure vulnerabilities
 - Public opinion and interests
 - Economics
- Analyze local and external data/ information, including
 - Scenario building for climate impacts or decision support
 - Suitability analysis
 - Economic impact estimates
- Ability to use a variety of Microsoft Office applications, including Word, Excel, and PowerPoint

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
- Partial Rental Assistance of \$500 a month
- Full health care coverage
- Paid time off

Start Date: mid-May to mid-June, 2025

To apply for this or any other service assignment, **complete the online application** using this link:

<https://www.surveymonkey.com/r/Q769SQJ>

Applicants will need to upload a cover letter, resume, and copy of the post-secondary degree completion (diploma) as part of the application process.

Applications reviewed on a rolling basis.

For more information, contact Volunteer Maine at service.commission@maine.gov

Maine Service Fellows welcomes applicants, participants, and partners of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics. Reasonable accommodations are provided to qualified individuals with disabilities upon request.