



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

One Mackworth Island, Falmouth, ME 04105
(207) 781-6215
www.mecdhh.org

Website and Social Media Manager

Department: Information Systems

Reports to: Information Systems Support Specialist, Director of Operations

Date Closed: When a suitable candidate is found

The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) with early intervention programs and offices on Mackworth Island (located outside of Portland ME) is charged with the provision of statewide services to individuals who are Deaf and hard of hearing from birth through age twenty-two.

We are seeking a **part-time, 20 hours per week, year round, Website and Social Media Manager** with a *can-do attitude*. This position interacts with many in our organization so the willingness to be part of a collaborative team is essential.

Primary Responsibilities

- Website Migration: Lead the project to migrate our existing WordPress site to a new, user-friendly platform. This includes transferring all content, images, and ensuring a seamless transition.
- Website Management: Maintain and update the new company website, including designing/adding new content, and updating pages, while ensuring continuity of communication and all information is current.
- MECDHH/GBSD Communications: Serve as the primary point of contact for internal and external communications, drafting announcements, collaborating with Center staff to create a DHH-friendly graphical presentation, and managing Center newsletters.
- Social Media: Create, schedule, and manage content for our social media accounts (e.g., LinkedIn, Facebook, Instagram).

Minimum Skills and Qualifications

- Demonstrated experience with website migration projects
- Proficiency with various content management systems (CMS), especially modern platforms (Squarespace, Wix, etc.)
- Strong creative and analytical skills
- Excellent communication skills
- Experience with social media management tools and best practices
- Ability to work independently and manage multiple projects simultaneously
- Experience with, or willingness to learn, American Sign Language

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

A competitive salary and benefits package, including medical/dental/vision insurance, tuition reimbursement, Maine Public Employees Retirement System, paid sick/personal/vacation time, and federal public loan forgiveness program, is offered.

If interested in applying for this position please click the **APPLY** link next to the **Website/Social Media Manager** listing on our Career Opportunities website page.

<https://www.mecdhh.org/professionals/career-opportunities>

PLEASE NOTE: Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

We strongly encourage individuals who are DHH, women, minorities, individuals with disabilities, and veterans to apply to all of our job openings.