



Larry Hogan, *Governor*
Boyd K. Rutherford, *Lt. Governor*
A. Leigh Williams, *Esq. Director*

COMMUNICATIONS MANAGER

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund and the Maryland Renewable Energy Portfolio Standard (RPS), you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. We are looking for the best and the brightest people to join the team that has made Maryland one of the nation's leaders in clean reliable energy.

Responsibilities: The Communications Manager is responsible for implementing and coordinating MEA's media and communications strategies, and participates/leads in the development, planning and coordination of communications work in various program areas. The incumbent will oversee all press relations and communications, will draft press releases, pitches MEA statements, events and stories to the press, and will participate in all MEA-related media events. The position requires working closely with the Governor's Communications office and other State agency communications divisions. The Communications Manager will also work on other communication efforts including managing the agency's social media outlets, developing the monthly newsletter, developing blog posts and other outreach materials. Additionally, the incumbent will be responsible for oversight of the agency's events and media library. The incumbent will also have responsibility for content upkeep and oversight of the agency's website and for reviewing and coordinating the agency's speaking engagements.

Knowledge & Skills: Candidates should have:

- A bachelor's degree in Communications, Journalism, or related field or combination of education and experience.
- 2-5 years experience in media relations
- Excellent oral and written communication skills.
- Experience working on marketing/advertising campaigns, including contractor management.
- Experience designing and developing newsletters and web content.
- Ability to work well under pressure, juggle competing demands and maintain good working relations with staff and media.
- Working knowledge of energy and environmental policy.

To Apply: Please send a cover letter, resume, and salary requirements by email, with "Communications Manager" in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: This is a full time state employee position eligible for state benefits. Salary is commensurate with experience.