



Copywriter

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. We are seeking a **Copywriter** to support content development for our new website.

Position Responsibilities include but are not limited to:

- Develop clear, website-ready copy using background materials and messaging supplied by the Communications and Programs Divisions
- Synthesize and unify information across key thematic areas, including:
 - Overview of MEA and agency strategy
 - Policy frameworks, initiatives, and sector-specific programs covering Homes, Buildings, Transportation, and Grid
 - Educational content tailored for residential audiences
- Review, consolidate, simplify, and refine existing web pages following a provided content matrix guide.
- Produce copywriting support for additional collateral as web content progresses, such as reports, one-pagers, or related documents.
- Perform other duties as assigned in alignment with state and agency priorities.

Minimum Qualifications:

- Bachelor's degree in Communications, Marketing, Public Relations or related field
 - Relevant work experience specific to the area of performance for this position may be considered as a substitute for up to 2 years of educational experience

Preferred Qualifications:

- At least 3 years of experience in energy and electricity systems or policy matters, with deep familiarity in clean energy initiatives, vehicle/building electrification, energy affordability, and electricity rates/policy
- Proven track record in website copywriting and digital content creation
- Proficiency in translating intricate technical details and policy frameworks into clear, engaging content for diverse audiences, including businesses and consumers
- Exceptional organizational and time management capabilities – able to project manage content development process, including input from numerous agency stakeholders

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position requires the candidate to be present in the office two days per week. Relocation expenses will not be covered. In addition, the individual must be available in person other times as needed to perform certain job functions.

This position follows a hybrid work schedule, with mandatory in-office attendance at the Maryland Energy Administration (MEA) office in Baltimore, MD, every Tuesday and Wednesday.

To Apply:

Send a cover letter, resume, writing sample, and salary requirements by email with "COPYWRITER" in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

U.S work authorization is required. MEA does not provide sponsorship opportunities.

Salary:**Grade 18**

This is a part-time (up to 25 hours per week) State Contractual employee position through 6/30/27. Salary is aligned with the state salary plan at \$47.52 per hour.

Contractual employees do not accrue full benefits.

If eligible, contractual health benefits for 2026 can be viewed at:

https://dbm.maryland.gov/benefits/Documents/2026_CVRS26_ContractualVar_RateSheet_ADA.pdf.

Additional information about these benefits is available upon request.