



# Northwest Mosquito and Vector Control District

## A Public Health Government Agency

### Communications Specialist

**COME BE A PART OF THE NORTHWEST MVCD  
FAMILY!**

**JOIN OUR TEAM!**

**Department:** Administration

**Pay Rate:** \$42.12 - \$58.44 Hourly

**Employment Classification:** Full-time, Non-Exempt

**Opening Date:** January 6, 2026

**Closing:** Please apply immediately as this recruitment may close at any time upon receiving enough qualified applicants or no later than January 21, 2026.

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#### **BASIC FUNCTIONS:**

Under the direction of the Director of Administration or their designee, the Communications Specialist develops, implements, and evaluates the District's public information, education, and outreach programs. The position creates digital, print, and multimedia content, manages social media and website communications, supports community outreach events, and provides accurate information to the public regarding vector-borne diseases and District operations.

#### **RELATIONSHIP:**

The Communications Specialist reports to the Director of Administration and serves at the will and pleasure of the District Manager.

#### **CLASS CHARACTERISTICS:**

This position focuses on public education, communications strategy, and community engagement. The Communications Specialist applies knowledge of vector control, public health messaging, marketing, graphic arts, photography, videography, and social media to increase awareness of vector-borne disease prevention and District services. The role may participate in community events, health fairs, school presentations, and limited field activities to support messaging and outreach.

## **RESPONSIBILITIES:**

1. Develop, plan, and implement digital and traditional public education campaigns
2. Create content for social media platforms, website, newsletters, and public information materials
3. Maintain and update the District website, ensuring accuracy and accessibility
4. Capture and edit photographs and video footage for educational and promotional purposes
5. Design graphics, brochures, fact sheets, and displays for public outreach
6. Respond promptly and professionally to inquiries received through the website or social media
7. Assist in coordinating community events, school presentations, and outreach activities
8. Support preparation and distribution of press releases, public service announcements, and newsletters
9. Develop and track analytics for social media and digital campaigns to improve engagement
10. Assist with maintaining a library of digital assets, images, graphics, and educational materials
11. Conduct research on communication trends, vector-borne disease updates, and community engagement strategies
12. Support District staff in preparing presentations, workshops, or educational materials
13. Perform related duties as assigned

## **DESIRABLE QUALIFICATIONS:**

### Knowledge of:

- Public relations, journalism, marketing, and public communication practices
- Principles and techniques of public education and community engagement
- Proper English grammar, spelling, and AP Style
- Graphic design, photography, and video production
- Adobe Creative Suite® (Illustrator, Photoshop, Premiere, Lightroom)
- Canva
- Social media management tools and best practices
- Website content management systems
- Basic understanding of vector biology and public health concepts (training provided)

### Ability to:

- Communicate effectively orally and in writing
- Understand and carry out oral and written instructions
- Work cooperatively and effectively with staff, partners, and the public
- Create compelling digital and print content
- Manage multiple projects and deadlines
- Work independently and exercise creativity and sound judgment
- Represent the District professionally at public events

## **Education and Experience:**

Bachelor's degree in communication, journalism, public relations, public health, marketing, or related field. Two (2) years of experience in communications, public information, media production, graphic design, or related work. Experience in public health, education, or environmental communications preferred.

## **POST-OFFER PHYSICAL EXAMINATION:**

A qualified physician must certify that a candidate is physically able to perform the duties of the position.

## **FUNCTIONAL REQUIREMENTS:**

- Adequate vision for digital and photography tasks.
- Adequate hearing for public engagements.
- Ability to continually sit or stand for extended periods.
- Ability to continually perform repetitive motion associated with computer usage.
- Ability to travel to different site locations.

## **SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

### **Certificates:**

**Must possess valid certifications by the California Department of Health Services as a Certified Technician in Mosquito Control, Vertebrate Vector Control and Terrestrial Invertebrate Vector Control within one (1) year of employment and must maintain these certifications while employed in this position.**

### **License:**

**Possession of a valid California driver's license is required at the time of appointment and must be maintained in good standing throughout the employment in this class. Must be insurable with District's insurance carrier at all times throughout employment.**

### **Working Conditions:**

Incumbent may be exposed to pesticides, communicable diseases, and other hazards, inclement weather conditions and verbal abusive behavior from hostile individuals. Must be willing to work evenings, weekends, and irregular hours.

**The District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.**

### **Benefits:**

The District provides comprehensive benefits package, including insurance (health, dental, and vision), CalPERS retirement (Classic rate 2.7% @ 55; PEPRRA 2.0% @ 62), matching 401(a) contribution (up to 3%), paid leave, employee assistance program, and generous holiday schedule.

**Application Process:**

Interested individuals may download an application on the District's webpage at:  
[www.northwestmvcd.org](http://www.northwestmvcd.org)

Please email application, resume, and supplemental questions to:  
[recruitment@northwestmvcd.org](mailto:recruitment@northwestmvcd.org)

**Northwest Mosquito and Vector Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least 72 hours in advance of the test date.**

**Note: The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained within may be modified or revoked without notice."**