



KINGS RIVER CONSERVATION DISTRICT
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

PUBLIC AFFAIRS ASSOCIATE
\$3,196 - \$4,080 DOQ
OPEN UNTIL NOVEMBER 9, 2017

THE ORGANIZATION

Kings River Conservation District is a leading water, power, and environmental resource management agency in Fresno, California. The Public Affairs Associate position reports directly to the Manager of Community and Public Relations. Typical assignments include representing District services and programs with the public, developing communication materials, and providing outreach to several of the District supported programs.

THE IDEAL CANDIDATE

The ideal candidates for this position will be persons who have the ability to:

- Be highly organized with an attention to detail and be results oriented
- Perform graphic layout design work
- Use computer systems and software packages related to public information functions
- Communicate effectively orally and in writing

Additionally, the ideal candidate will have knowledge of:

- Proper English usage, spelling, grammar, punctuation and journalism styles
- Principles of research, writing, editing, and preparing a variety of communication pieces
- Knowledge of electronic media such as websites, e-Newsletters, and Social Media
- Proficiency in Microsoft Office and WordPress programs, photo and video-editing software an asset

SIGNIFICANT DUTIES

- Assist in development of communication materials
- Assist with coordination of updates and improvements on the agencies' websites
- Provide administrative support to District supported agencies including agendas, minutes and other administrative functions
- Organize and plan events

EDUCATION AND EXPERIENCE

Any combination of education and experience that will provide the necessary knowledge and abilities will be considered acceptable.

Education: Bachelor's degree from an accredited 4-year college in Public Administration/Affairs, Communication, Journalism or closely related field.

Experience: One (1) year public relations, media relations or communications experience

Special Requirements

Must maintain a valid driver's license

Submit resume *and* cover letter to:

MANAGER OF HR, KINGS RIVER CONSERVATION DISTRICT
4886 E JENSEN AVE, FRESNO, CA 93725

OR e-mail to: hrchief@krcd.org

Visit our website, krcd.org for information about the District and our employee benefit offerings.