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celebrating 40 years

Position Profile

Communication and Outreach Specialist

Roseville, California
July 2022

People | Service | Integrity | Innovation

Do you seek a position where your creativity and innovation contribute directly to organizational success?

Do you want to be a part of a premier organization that embraces teamwork, goes over-and-above for members and offers paid volunteer time?

Do you wish to join an organization that boasts an average employee tenure of 12 years?



Team JPIA volunteering at Placer Food Bank

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Then our position of **Communication and Outreach Specialist** is for you.



Position Overview

ACWA JPIA is an award-winning risk pool for water agencies, known for superior customer service and attention to members that is second to none. A recent addition to staff has created a unique opportunity to join the JPIA team.

ACWA JPIA is recruiting for a **Communication and Outreach Specialist**. Under supervision, the Communication and Outreach Specialist provides accurate, comprehensive, and systematic external communications about the programs, functions, and activities of ACWA JPIA; develops and disseminates information and communications about services, resources and areas of general interest to members through a variety of communication methods; and performs photographic and layout design work.

Key Responsibilities include but are not limited to the following:

- Creates, organizes, and coordinates communications from JPIA departments to members
- Creates content for on-line presence (JPIA webpage, Twitter, LinkedIn, Facebook, etc.)
- Researches and writes news releases, feature stories, and other media presentations
- Creates, proofs and formats written content
- Assists in promoting conference, public training, HR meetings and events
- Plans, writes, and edits external communications such as newsletters and announcements
- Assists in creating outreach programs to members
- Provides consultation on communications for management and staff
- Assists in creating powerpoint presentations for conference and other presentations

- Manages JPIA style guide
- Takes photographs
- Performs graphic design and layout work
- Performs background research related to public information functions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Additional characteristics needed for success:

- Commitment to ideals of public service
- Able to build relationships and trust with staff, board, members and stakeholders
- High regard for exemplary customer service
- Track record of innovation
- High integrity
- Sense of humor

Knowledge of:

- Principles, practices, and techniques of distributing information for communications.
- Promotional material development.
- Social media and other communications media sources and resources.
- Methods and techniques of writing and editing.
- Principles of research, writing, editing, and preparing a variety of informational publications.
- Photography.
- Microsoft Office suite and Adobe InDesign for creation of materials and presentations.
- Principles of layout and graphic design, including computer publishing software.

Education and Experience Requirements

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Four-year degree in communication, organizational communication, electronic communication, digital communication, journalism or similar. Plus, three years of increasing responsibility in an outreach or communications position with heavy experience in writing articles and newsletters, and social media coordination. Or five plus years of increasingly responsibility in the afore mentioned areas.



Staff learn gardening tips from Wellness Committee sponsored event.

Salary

This is a full time (40 hours), non-exempt position which has an annual salary range of **\$75,574** to **\$113,361** with starting salary in the low and mid-point of the range. Total compensation package adds an additional approximately \$40,000 to base salary. (See Benefits section below).

There is also potential for an annual incentive award based on performance.



Mission Statement: The ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.

About ACWA JPIA

The ACWA JPIA (JPIA) is a public entity formed in 1979 by the water agencies of the state of California. Like its members, the JPIA is a special district in the state of California. Its formation and operation are subject to the provisions of the California Government Code, including the Brown Act. It provides risk-sharing pools to meet the needs of its members for property, liability, workers' compensation, and employee benefits coverage.

For over forty years, the JPIA has been a partnership of water agencies working together to share the risks associated with purveying water. The risk-sharing pools of the JPIA are a cost-effective form of risk management available only to public entities, allowing them to bypass the high cost of commercial insurance. The coverages provided by this risk-sharing arrangement are unique to water agencies; the water agencies themselves – their directors and managers – have selected and refined these coverages. Not all water agencies are accepted in to the JPIA. Prospective members must demonstrate a commitment to effective risk management programs.



Water agency supported by JPIA.

Becoming a member is just the beginning. Besides handling covered claims for all members, the JPIA provides risk management services and training programs. Risk Control Advisors, who are specialists in the water industry, not generalists, perform on-site visits. In addition, members receive assistance with employment issues, personnel policies and procedures as well as help in developing job descriptions and employee handbooks.

The JPIA is the premier provider of secure, stable and highly cost-effective alternatives for protecting the assets, liabilities and employees of public water agencies. We currently have 52 employees and, in the past 10 years, have had minimal turnover except for retirements and new mothers. We have a very tenured staff because we operate in alignment with our values of *people, service, integrity and innovation*.

This is a full-time position with hours generally from 7:30 a.m. to 4:30 p.m., Monday through Friday, though flexibility is offered. JPIA currently allows some remote work options for most positions. Light travel throughout the state may be required. Weekend work, though rare, might be necessary. JPIA participates in CalPERS retirement system, therefore, no social security is deducted from earnings.

Located in Roseville, CA, the JPIA headquarters resides in a modern, LEED certified building. Roseville is located 30 miles east of Sacramento and part of the Placer Valley. Situated at the base of the Sierra Nevada Mountains, Roseville boasts affordable living, exceptional schools, extensive parks and outdoor activities and only a 90-minute drive to Tahoe or San Francisco areas.



Benefits of Employment with JPIA

- Working with one of the most respected JPAs in the state
- Supporting an industry critical to California's future – water
- Being part of an organization where 97% of staff agreed that they know how their individual job contributes to the success of the organization
- Staff with engagement level far exceeding most public entities
- Incentive opportunities, dependent upon performance
- Medical, dental, vision insurance – **employer paid for employee and dependents**
- Life and disability insurance – **employer paid for employee**
- Vacation accrual begins with 12 days per year
- Twelve paid holidays per year
- Remote work available for up to 2 days per week
- Eight hours per year of paid volunteer time
- Unlimited accrual of sick leave at one day per month
- Participation in the CalPERS retirement system
- Voluntary 457(b) tax deferred compensation plans
- Robust educational assistance program
- Employee Assistance Program for employee and dependents
- Opportunity to participate on wellness, social or vending committee; join hiking, golf, disc golf and other outdoor activity groups



Application and Interview Process

Complete employment application located on JPIA's website and include a resume and cover letter as to your qualifications. Go to www.acwajpia.com; click **Connect**, then **Employment Opportunities**, and **Job Openings**. Submit all required documentation to hr@acwajpia.com with *Communication and Outreach Specialist* in the subject line. Applications will be accepted through August 19, 2022, with a first review of resumes received on August 10th. This recruitment can end at any time without prior notice.

Only candidates chosen for an interview will be personally contacted. Those chosen will participate in a screening interview (most likely virtual) and then, if passed, will be required to complete basic, job-related testing and sit for a panel interview, both in-person. Those are tentatively planned to be held late August or early September. Second interviews will be held if needed. Any offer of employment will be contingent upon the candidate passing a background and reference check, and a pre-employment physical.

No walk-ins please. EOE employer.

Thank you for your interest in joining ACWA JPIA

This position fact sheet is intended to provide general information and assist qualified individuals in determining interest in applying for this position. The information is not all-inclusive.

