



NOTICE OF JOB OPENING

COMMUNICATIONS COORDINATOR

The Orange County Drainage District is seeking qualified applicants for the position of Communications Coordinator.

Position Summary

The Communications Coordinator is responsible for all aspects of the Drainage District's communication with the public and will serve as the primary liaison with media/social media outlets. Must be proactive in getting information out to the media/social media forums and coordinate interactions between the media/social media and Drainage District staff.

Essential Job Functions

Coordinate communications for project initiatives closely with the General Manager, Assistant General Manager, and District Staff.

1. Serve as the primary liaison with media/social media outlets and be proactive in getting information out to the media/social media forums.
2. Coordinate interactions between the media/social media and Drainage District staff.
3. Create content to improve public awareness of District services and projects.
4. Prepare social media posts, statements, announcements, etc.
5. Maintain the District website and social media accounts. Create new content and strategies to enhance the District's outreach through these media outlets.
6. Coordinate the release of information during emergencies.
7. Assist District management and staff regarding communications with property owners and other governmental entities regarding District projects.
8. Perform other job duties as assigned.

Education and Experience

1. **Education.** High School Diploma or General Equivalency Diploma (GED). An Associate or Bachelor's Degree in communication/marketing is preferred but not required.
2. **Experience.** One to three (1-3) years experience in communication/public relations, social media management, journalism, or a related field.

Knowledge, Skills & Abilities

1. Photography and photo editing skills.
2. Communication and media relations.
3. Video shooting and editing.
4. Web design, production, and maintenance.
5. Social media design, layout, production and maintenance.
6. Effective use of the internet and other alternative media, including fluency in both the use of social media and the means to gauge its effectiveness.
7. Strong written and oral communication and relational skills.
8. Operate various office equipment, including computer, printer, calculator, fax, and copier.
9. Proficient in Microsoft programs, including PowerPoint, Word, and Excel.
10. Excellent attention to detail, writing, and editing/proofreading skills required.
11. Experience with Social Media outlets
12. Experience with WordPress.
13. Outstanding writing skills.
14. Superior graphic design and video editing skills.
15. Strong organizational and time management skills.

Physical Tasks & Requirements. Standing, sitting, walking, lifting up to, and including, ten pounds (10 lbs.) multiple times per workday, pushing or pulling loads, reaching overhead, kneeling/squatting, climbing stairs and ladders.

Salary. Dependent on qualifications and experience.

Benefits. Health Insurance, Pension, Paid Vacation, Paid Time Off and District Holidays.

Applications may be obtained at the Drainage District office or on the District website: <https://ocddtx.com/employment/>.

Completed applications and resumes should be emailed to admin@ocddtx.com.

You may also submit your application in person or by mail to the **Orange County Drainage District, 8081 Old Highway 90, Orange, Texas 77630.**

THE ORANGE COUNTY DRAINAGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER