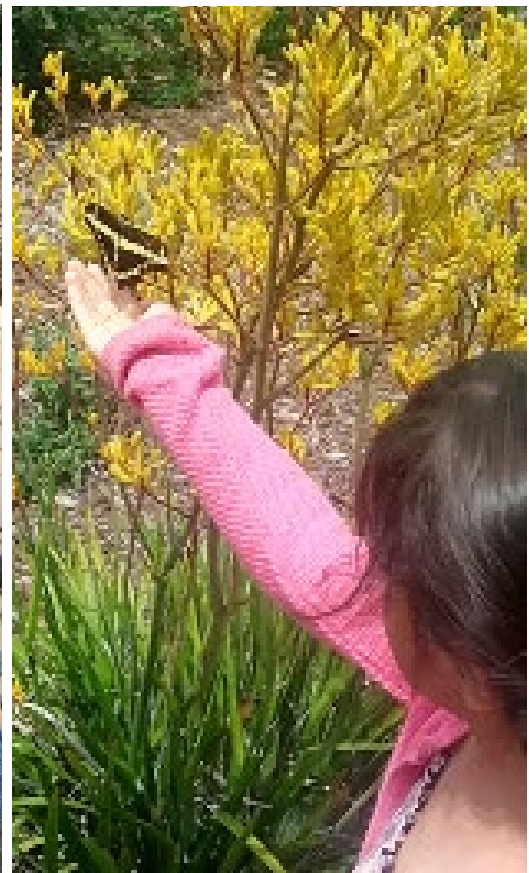




Community Engagement Specialist I

Filing Deadline: This recruitment is open until filled and may close without notice. Applications will be reviewed as they are received, & final review of applications will be on **09/25/26**. Interviews are tentatively scheduled for the week of **10/12/26**.

It is recommended that interested candidates apply immediately



CHINO BASIN

Water
Conservation
District

Waterwise
Community
Center

COMMUNITY ENGAGEMENT SPECIALIST I

THE POSITION

The Community Programs Department provides educational programs, hosts community events, and promotes the District's programs and resources to raise public awareness of the Chino Groundwater Basin and helps residents protect, value, and use water wisely.

The **Community Engagement Specialist I** is an entry level position that assists with developing and implementing public outreach, education programs, and media relation projects and activities for the department. Receives close supervision from the Community Engagement Manager. The incumbent in this position does not routinely exercise supervision. This is a full-time, 40 hours per week, non-exempt under FLSA standards, and hourly position that works a standard 8:00 a.m. to 4:30 p.m. work schedule Monday-Friday. This position requires occasional evenings and weekend work to assist with special events, as needed.

ESSENTIAL FUNCTIONS **

The primary duties include, but are not limited to:

Youth Education:

- Utilizes place-based experiential and inquiry-based environmental education best practices to teach K-12 students about water conservation and watershed science in a classroom, field, and garden-based setting.
- Under close supervision, takes responsibility for coordinating field trip programs, poster contest, volunteer programs, and other education efforts as needed; tracks supply inventory, budgets, invoices, and program effectiveness indicators.
- Assists the Community Engagement Department in developing and implementing new curriculum, and refining program offerings utilizing experiential and inquiry-based education best practices.
- Coordinates & schedules volunteers during programming & events.
- Mentors volunteers and supports public affairs, by representing the District at community outreach tabling events.
- Provides support for new programs and partnerships as needed to expand education efforts.
- Interfaces with members of the Programs Committee and other members of the Board of Directors to provide them information about the District's community programs.

Public Communications:

- Plans, develops, and coordinates public information and media relations; develops press releases; organizes and coordinates deadlines and production schedules to carry out program responsibilities; tracks statistics and reports on the outcomes of marketing efforts and public relations programs.
- Creates and develops a wide variety of printed and digital materials and other services for use in public information programs for both English and Spanish speakers; creates flyers, newsletters, brochures presentations, press releases, public information materials, speeches, educational programs and other communications materials; assembles press kits for events or initiatives; maintains effective media relations.
- Maintains contact with news outlets, advertising venues, social media channels, and others to identify opportunities for the District to expand public awareness and knowledge of programs and watershed literacy.
- Oversees sections of District website to ensure content is current and follows web content development best practices; writes and edits copy as needed, and changes pictures as needed.
- Administers the District's social media pages and other electronic communications including developing content, determining the optimal timing and placement of messaging, and development of new digital engagement tools.
- Collaboratively works with other team members and departments to support and market District programming.

- Facilitates District outreach by developing and maintaining a tabling booth calendar, preparing materials and staffing, and working with Department Managers to assign staff, and volunteers to represent the District at informational booths at community events.
- Represents the District in a wide variety of public interactions, meetings, and presentations with other agencies, civic, and community organizations; community and business groups; leads tours, answers questions, and provides information to individuals and groups.
- Acts as a District liaison to external groups and other agencies; develops talking points on key programs and issues and briefs for management and employees.
- Initiates, develops, and maintains positive relationships, representing the District with elected officials, consultants, governmental, business, civic, education, industry, community representatives and groups, and the general public.
- Updates and maintains District contact database of members of the public, educators, and of elected officials and staff of local government partners; maintains relationships with those parties and send regular outreach notices to update partners of District events for promotion to their own channels.

Brand Management:

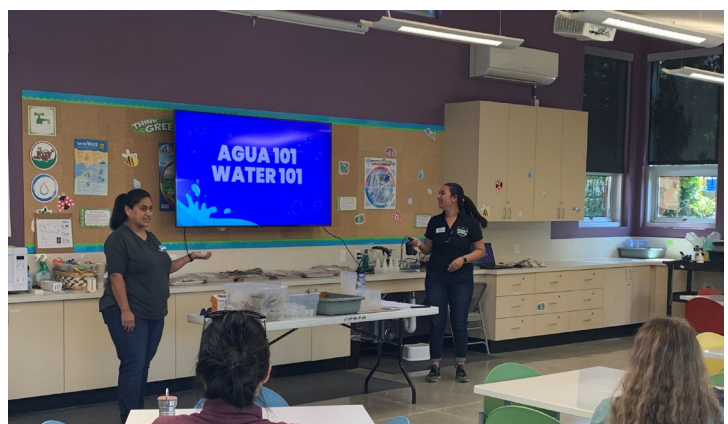
- Advances the District's marketing and branding programs that promote the District's priorities, projects, and programs including conservation and education.
- Designs physical and digital items meant for promotion and advertisement.
- Coordinates, orders, and tracks inventory of promotional items; obtains vendor quotes; creates purchase requisitions; expedites deliveries of project orders; tracks and oversees budgets and adheres to deadlines for all projects.

Event Planning & Production:

- Organizes, coordinates, and executes community and outreach events, and other education efforts as needed.
- Facilitates special events, tours, ceremonies, and related functions to highlight the District's initiatives and accomplishments.

Administrative Support:

- Reconciles credit card statement for manager's approval.
- Performs database input and report generation for programs.
- Assists with special projects and related duties as assigned.
- Provides guidance to Teaching Assistant(s) and volunteers.
- Assists with budget tracking for program expenditures.
- Updates quarterly Board Reports with program effectiveness indicators.
- Assists the Community Engagement Manager in evaluating programs for effectiveness and relevance.



COMPENSATION & APPLICATION PROCESS

THE IDEAL CANDIDATE

The ideal candidate will have a solid understanding of the job and its requirements. They will show enthusiasm for the position be a collaborative team player. This individual shall possess the creative vision to advance the department's goals and services by assisting with the development and implementation of educational programs, public relations, community outreach, and media relations activities.

Bilingual highly preferred. Experienced in outdoor and informal/formal settings. Excellent public speaking skills. Experienced with community outreach.

EDUCATION AND EXPERIENCE

Minimum High School Diploma or GED required, some college coursework preferred related to environmental studies, sustainability, ecology, resource management, hydrology, geology, horticulture, and/or communications, journalism, public relations, business, public administration, education.

Minimum of 1-2 years of work experience in the fields above.

Possession of a valid California Class C Driver's License and must maintain a satisfactory driving record and compliance with District vehicle use policy

Experience assisting with curriculum and lesson planning and general understanding of environmental science topics.

COMPETENCIES

Knowledge

- Intermediate knowledge of Microsoft Office Suite, Canva or other graphic design software, and/or other related software.
- General knowledge of business communication and ability to create clear and effective marketing and public information materials.
- Familiarity with communications strategies including community outreach, and public information efforts through digital and print media.
- Experience using social media platforms and online communities to share information and engage audiences.
- Experience assisting with curriculum and lesson planning for interactive, hands-on activities for K-12 students.
- General understanding of environmental science topics, such as native and waterwise plants, water conservation, and watershed concepts.
- Bilingual in Spanish and English preferred but not required.

Skills and Abilities

- Eagerness to learn and apply knowledge in water, conservation, landscaping, watershed science, and education best practices to promote the District's mission.
- Ability to adapt quickly, learn new software and approaches, and manage multiple projects effectively.
- Strong communication skills, with experience creating clear written materials to engage diverse audiences.
- Professional, collaborative, and courteous approach in working with colleagues, partners, and community members of all ages.
- Creative problem-solving and innovative thinking to meet communication and education goals.
- Experience leading groups, fostering inclusive and supportive learning environments, and modeling effective environmental education practices.
- Familiarity with media and public relations to promote and share organizational initiatives.

COMPENSATION: The position offers a competitive salary with a highly attractive benefits package. This is an hourly/non-exempt position with a starting hourly rate based on the competitive labor market and the successful candidate's qualifications. **The salary range for the position is \$32.60 - \$42.78 per hour (3% COLA effective January 1, 2027).**

RETIREMENT: The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. For employees in CalPERS prior to January 2013, the retirement formula is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. For employees not in CalPERS prior to January 2013, the retirement formula is 2.0% at 62 and the employee pays 7.75% of the CalPERS benefit. This is provided for regular full-time and part-time staff working at least 1,000 hours per year. Participation in a 457 deferred compensation plan is available through CalPERS Deferred Compensation Plan. Enrollment is voluntary and 100% employee paid.

HEALTH COVERAGE (MEDICAL/DENTAL/VISION): The District offers medical, vision, and dental health coverage for regular full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$2,431.47 a month (starting 1/1/26) for health coverage and employees are responsible for paying the balance over that amount.

LIFE AND AD&D INSURANCE: Life insurance is 100% paid by the District, providing \$50,000 for regular full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

LONG/SHORT TERM DISABILITY: Long and short-term disability insurance is 100% paid by the District for full-time staff.

HOLIDAYS: The District observes 12 paid holidays and 2 paid floating holidays throughout the year.

VACATION: The District provides regular full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of services.

SICK LEAVE: Regular full-time employees accrue sick leave at the rate of 80 hours per year and may accrue up to a maximum of 176 hours.

HOW TO APPLY: See full job description and apply online at cbwcd.org/jobs. **Please fill out the online application in its entirety and upload a cover letter and resume.** Only complete applications will be considered. First review of applications will be **September 25, 2026**. This recruitment is open until filled and may close at any time.

This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for finalist will be contacted after a candidate is selected.

EQUAL OPPORTUNITY EMPLOYER: The District is committed to recruiting and retaining a highly qualified and diverse workforce. It is the District's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, gender identity, disability, medical condition, pregnancy, veteran's status, or association with individuals with these characteristics have access to District employment opportunities. For additional information, please contact (909) 626-2711 or jobs@cbwcd.org.