

## **Seasonal Outreach Assistant**

West Valley Mosquito & Vector Control District

**Filing Deadline:** February 28, 2017

**Salary:** \$13.23 – 14.60 DOE

**Basic Functions:** Under direction, perform duties related to the District's community outreach and education program which would include but not be limited to, attending and speaking at community events, developing media materials, and maintaining media sites.

### **Desirable Qualifications:**

#### **Knowledge of:**

- Marketing and advertising strategy
- Microsoft Office Suite of programs, Adobe Illustrator, and Photoshop
- Website design
- Basic biology or entomology is desirable

#### **Ability to:**

- Engage in public speaking events
- Work cooperatively and effectively with the public and staff
- Work nights and weekends
- Work with minimum supervision

### **Education and Experience:**

- Minimum education equivalent to or graduation from high school. Bachelor of Science or Bachelor of Arts degree in the field of marketing or art is desirable.
- GIS experience is a plus but not required.
- Bilingual capabilities is a plus but not required.

### **Functional requirements**

- Minimum of single ear aided hearing;
- Ability to speak and write effectively in English;
- Ability to frequently traverse uneven ground;
- Ability to frequently operate a motor vehicle;
- Ability to carry 25 pound containers;
- Ability to periodically perform repetitive motion associated with computer and electronic device usage;
- Ability to periodically sit or stand for extended periods of time.

**License:** The appointee must have a valid and appropriate California driver's license and must be insurable with the District's insurance carrier at all times throughout the employment.

**Post-Offer Physical Examination:** A qualified physician must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. The post-offer physical examination and drug screen shall be performed by a qualified medical doctor and/or laboratory as designated by the District and all costs shall be paid by the District.

**Post-Offer Background Investigation:** A thorough background investigation will be conducted by an investigator designated by the District and all costs shall be paid by the District.

Until the candidate successfully completes and satisfies the requirements of the post-offer physical exam and background investigation, all employment offers are conditional and not guaranteed.

The District reserves the right to modify, delete, augment, or supplement the duties, qualifications and requirements stated at its sole and absolute discretion. Inquires about this position can be addressed to Edith Mason at (909) 635-0307 or [emason@wvmvcd.org](mailto:emason@wvmvcd.org). An electronic version of the application along with a detailed job description can be found on our website: [www.wvmosquito.org](http://www.wvmosquito.org).

*West Valley Mosquito and Vector Control District is an equal opportunity employer.*