



**San Gabriel Valley Mosquito and Vector Control District  
Extra Help Outreach Assistant**

<b>SALARY</b>	\$18.39 - \$22.98 Hourly	<b>LOCATION</b>	West Covina, CA
<b>JOB TYPE</b>	Extra Help Seasonal	<b>JOB NUMBER</b>	2025-00004
<b>DEPARTMENT</b>	Communications	<b>OPENING DATE</b>	02/18/2025
<b>CLOSING DATE</b>	Continuous		

**Description**



**The San Gabriel Valley Mosquito & Vector Control District is seeking dedicated and self-motivated individuals to join the Communications Department!**

**Apply today and join our District!**

**This is an at-will, full-time, non-exempt, seasonal, and non-benefited position.**

**The duration of work is expected to begin in April and end in October (approximately 6 months).**

**The typical work week is Monday through Thursday 6:30 a.m. to 5 p.m. with Fridays off.**

**Additionally, this position may be required to work on evenings, weekends, and hours outside of a regular workday to assist, set up, and participate in District events.**

**First review of applications will occur on March 4, 2025.**

**THE POSITION**

Extra Help Outreach Assistant (EHOA) performs a variety of administrative support and outreach related activities. The EHOA assists the Communications Department in a variety of functions supporting the District's education and public information programs.

**IDEAL CANDIDATE**

An ideal candidate for this position is a motivated and community-focused individual with familiarity of the San Gabriel Valley, strong communication skills, a passion for public engagement, and the ability to collaborate effectively with team members and diverse audiences to promote public health initiatives.

**ABOUT THE COMMUNICATIONS DEPARTMENT**

The Communications Department mission is to increase transparency and credibility through multi-media dialogue in order to engage and motivate internal, local, regional, statewide, and nationwide stakeholders to take action and become public health agents of change in their communities and in San Gabriel Valley.

**THE SELECTION PROCESS**

Applicants possessing the MOST DESIRABLE qualifications at each level, based on a screening of required application materials, including the completed Supplemental Questionnaire, will be invited to continue in the selection process. The San Gabriel Valley Mosquito & Vector Control District prioritizes and is committed to continuously providing a workplace where equal employment is afforded to all people.

**Examples of Duties****EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Performs general administrative and outreach duties to support department operations.
- Maintains equipment and brochure inventories.
- Assists with various aspects of the outreach and education program including tabling for community events
- Assists with graphic design, editing, photography, and videography.
- Assists with the development of education and outreach program materials.
- Assists with social media content development.
- Performs other related duties as assigned.

**Typical Qualifications****Knowledge of:**

- General clerical and data processing duties.
- General office and administrative practices.
- Electronic computerized record-keeping of data.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, projects, and task coordination, including computers and software programs relevant to work performed.
- Indexing rules and filing systems, including alphabetical, chronological, numerical, subject area, and tickler.

**Ability to:**

- Maintain a variety of filing, record-keeping, and tracking systems related to work.
- Work congenially and cooperatively with others.
- Assist with coordinating, setting-up, and staffing information booths at community events including evenings, weekends, and hours outside of regular workday
- Learn communications, public health, and vector control concepts and terminology.
- Place orders, stock, and maintain inventory of various supplies, brochures, and outreach material.
- Help maintain educational equipment and material.
- Willingness to assist with field outreach and operational campaigns including mosquito surveillance campaigns in district neighborhoods.
- Demonstrate excellent customer service skills.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.?
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**Education:

Completion of the twelfth (12th) grade or equivalent.

Experience:

One (1) year of office support, public relations, community outreach, or communications experience.

*Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.*

**Licenses and Certificates:**

Possession of a valid California Driver's License that must be maintained throughout employment. Must be insurable with the District's insurance carrier.

**Supplemental Information****PHYSICAL DEMANDS**

Must be sighted with measurable depth perception; have a minimum of single ear aided hearing; be able to speak and write effectively in English; regularly\* sit for extended periods; regularly\* operate a vehicle; regularly\* perform repetitive motion associated with computer use and other office equipment; occasionally\* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds; occasionally\* stand for extended periods; occasionally\* bend at the knees and waist; occasionally\* sit for extended periods of time.

\* Periodically - Activity or condition exists up to 25% of the time.

\*Occasionally -Activity or condition exists 25 to 50% of the time.

\*Regularly - Activity or condition exists 50 to 75% of the time.

\*Frequently - Activity or condition exists more than 75% of the time.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions. Employees also in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants, and exposure to vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**POST-OFFER BACKGROUND CHECK AND PHYSICAL EXAMINATION**

Qualifying candidates must complete a satisfactory background check. Additionally, a medical doctor 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. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

**THIS ORGANIZATION PARTICIPATES IN E-VERIFY**

The San Gabriel Valley Mosquito and Vector Control District participates in E-Verify and will provide the federal government with an employee's Form I-9 information to confirm that they are authorized to work in the U.S. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In accordance, the District will provide the U.S. Citizenship and Immigration Services and, if necessary, the Department of Homeland Security and Social Security Administration, with information from each employee's Form I-9 to confirm work authorization. For additional information regarding E-Verify, the Federal Government's online employment eligibility verification system, please visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).

*The San Gabriel Valley Mosquito & Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.*

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**Employer**

San Gabriel Valley Mosquito and Vector Control District

**Address**

1145 N Azusa Canyon Rd.

West Covina, California, 91790

**Phone**

(626) 814-9466

**Website**

<http://www.sgvmosquito.org>

**Extra Help Outreach Assistant Supplemental Questionnaire**

**\*QUESTION 1**

**Please explain why you are interested in this position and what knowledge and skills you bring that would be beneficial in this position.**

**\*QUESTION 2**

**Describe your work experience where teamwork and interpersonal skills were necessary to accomplish your goal.**

**\*QUESTION 3**

**This role involves assisting with various outreach methods, including social media, in-person events, and educational materials. How do you stay adaptable and take initiative when learning new communication tools or adjusting to**

**changing priorities in a fast-paced environment?**

\* Required Question