



## San Gabriel Valley Mosquito and Vector Control District Limited-Term Outreach Assistant

<b>SALARY</b>	\$20.96 - \$25.54 Hourly	<b>LOCATION</b>	West Covina, CA
<b>JOB TYPE</b>	Limited Term	<b>JOB NUMBER</b>	2025-03
<b>DEPARTMENT</b>	Communications	<b>OPENING DATE</b>	10/10/2025
<b>CLOSING DATE</b>	10/19/2025 11:59 PM Pacific	<b>FLSA</b>	Non-Exempt

### Description



The **San Gabriel Valley Mosquito & Vector Control District (SGVMVCD)** is seeking an enthusiastic and community-minded **Limited-Term Outreach Assistant** to join our Communications Department. Be part of a passionate team dedicated to protecting public health through creative education and engaging community outreach!

The SGVMVCD is an independent special district dedicated to providing the highest level of protection from vectors and vector-borne diseases. The District serves as a public health agency to more than 1.5 million residents across 26 cities in the San Gabriel Valley and some unincorporated portions of Los Angeles County. Using integrated vector management strategies including education and outreach, surveillance, biological control, physical control and/or habitat modification, and chemical control, SGVMVCD proactively reduces disease risk to safeguard our communities.

This is a full-time benefitted position assigned to a 12-month term. For information on District benefits, see "Benefits" tab for details.

**Application Materials:** Please submit both a resume and cover letter with your application. Your cover letter should highlight relevant experience in communication, education, or public outreach, and describe your interest in supporting the District's community engagement programs.

**RECRUITMENT SCHEDULE:****APPLICATION DEADLINE DATE: SUNDAY, OCTOBER 19, 2025****INTERVIEW DATE: TUESDAY, OCTOBER 21, 2025****DESIRED START DATE: MONDAY, NOVEMBER 3, 2025****DEFINITION**

Under direct supervision, assists in planning, coordinating, and implementing community outreach and education programs. Provide support to the Communications Department related to outreach, community events, and public engagements to advance District programs and activities during peak seasons or specialized assignments. Performs related clerical and other duties as assigned in support of outreach programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Director of Communications. This position exercises no supervision over staff.

**FLSA CLASSIFICATION AND EMPLOYMENT STATUS**

This position is classified as Non-Exempt under the Fair Labor Standards Act (FLSA) and is designated as Limited-Term, At-Will employment.

**CLASS CHARACTERISTICS**

This is a limited-term classification responsible for providing entry-level support to the District's communications and outreach functions. Incumbents perform a variety of routine to moderately complex tasks in support of community outreach, engagement, and educational activities. Work is performed under direct supervision, with responsibilities focused on supporting District operations during periods of increased activity, special projects, or defined program needs.

This classification is distinguished from the permanent Outreach Assistant position in that it is designed to provide temporary support, does not require state certification, is limited in duration, and does not include ongoing outreach program responsibilities.

**Examples of Duties**

*The duties listed below are intended as illustrative only. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification. The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential duties of the job.*

*The essential duties of this classification include, but are not limited to, the following:*

- Assists with a variety of outreach tasks to support Communications Department operations.
- Sets up and staffs informational booths, responds to public inquiries, and distributes educational materials.
- Prepares and assembles educational and outreach materials, including handouts, displays, and event supplies.
- Maintains and tracks inventory of associated supplies and promotional items.
- Supports the development of communication materials, including flyers, newsletters, website content, and social media posts.
- Collects and records data related to outreach activities and prepares summary reports as directed.
- Performs clerical and administrative tasks such as filing, scheduling, and recordkeeping.
- Provides general assistance to the Communications Department during periods of increased activity or special projects.
- Performs other duties as assigned.

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

- Principles and practices of public communication, community engagement, and customer service.
- Basic concepts of public health, mosquito biology, and vector control (training will be provided).
- Methods and techniques for preparing educational and informational materials.
- Photography, video production and editing, digital design, social media platforms, and advertising.
- Standard office practices and procedures, including recordkeeping and filing.
- Modern office software, including word processing, spreadsheets, presentation software, and social media tools.

**Ability to:**

- Communicate clearly, effectively, and courteously, both orally and in writing, with diverse audiences, staff, and the public.
- Represent the District in a courteous, professional, and approachable manner.
- Coordinate, set up, and staff information booths at events
- Follow oral and written instructions and work within established guidelines.
- Organize and maintain supplies, records, and files accurately.
- Work independently and as part of a team.
- Establish and maintain cooperative relationships with staff, community members, and partner organizations.
- Work flexible schedules outside of regular working hours including evenings and weekends as needed.
- Speak, read, and write in languages commonly used within the District's diverse communities is desirable

**Education and Experience**

*Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities will be considered. A typical way to obtain the required qualifications are:*

Education:

- Graduation from high school or equivalent is required.
- College-level coursework in communications, public health, education, or related field is desirable.

Experience:

- At least one (1) year of experience in community outreach, public relations, public education, customer service, or related field is required.
- Experience working community events, programs, or campaigns and interacting with the public is desirable.

**Licenses and Certifications**Licenses:

Possession of a valid California Class C driver's license is required and must be maintained throughout employment. Employees will be enrolled in the California Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment. Employees must also be insurable with the District's insurance carrier.

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

Must possess the ability to:

- Demonstrate minimum single-eye corrected vision with measurable depth perception.
- Demonstrate minimum single-ear aided hearing.
- Primarily perform sedentary work in an office setting and active work in community settings.

Constantly:

- Use finger dexterity to operate standard office equipment and electronic devices.
- Sit for extended periods and use repetitive hand movements in daily duties.
- Communicate verbally in person, over the phone, and in group settings.

Frequently:

- Stand and walk between work areas and event sites.
- Lift, carry, push, and pull materials and equipment weighing up to 25 pounds.
- Set up and take down event displays, tables, and materials.
- Operate a motor vehicle.

Occasionally:

- Work outdoors in varying weather conditions.
- Move materials or objects weighing up to 40 pounds with proper equipment and/or staff assistance.

#### *Definitions of Frequency:*

Constantly – Activity or condition exists 67% or more of the time

Frequently – Activity or condition exists from 34% to 66% of the time

Occasionally – Activity or condition exists up to 33% of the time

### **MENTAL DEMANDS**

Employees are required to use written and oral communication skills; read and interpret data and documents; analyze and solve problems; observe and interpret situations; learn and apply new skills; perform detailed work; manage multiple concurrent tasks and frequent interruptions; meet established deadlines; and interact effectively with staff, the public, and others encountered in the course of work.

### **ENVIRONMENTAL CONDITIONS**

Employees work in both office and community settings. Office work involves moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Community outreach work requires travel to event sites. Employees may be exposed to varying weather conditions, moderate outdoor noise, and occasional evening or weekend assignments. Employees may interact with upset or uncooperative members of the public and private representatives while presenting and explaining District programs, policies, and regulations.

### **POST-OFFER BACKGROUND CHECK, DRUG SCREENING, AND PHYSICAL EXAMINATION**

Qualifying candidates must successfully complete a background check. Additionally, a licensed medical professional must certify that the candidate is physically capable of performing the essential duties of the position.

As part of the District's commitment to maintaining a drug-free workplace, candidates must also successfully complete a post-offer drug screening in compliance with applicable laws. The post-offer drug screening and physical examination will be conducted by a medical professional and/or laboratory designated by the District. The District will cover the costs associated with these requirements.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The San Gabriel Valley Mosquito & Vector Control District is an equal employment opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, national origin, disability, medical condition, genetic information, veteran status, or any other protected category under federal, state, or local law.

### **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 United States. For additional information regarding E-Verify, please visit [www.dhs.gov/e-verify](https://www.dhs.gov/e-verify).

### **DISCLAIMER**

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

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

San Gabriel Valley Mosquito and Vector Control District

1145 N Azusa Canyon Rd.

West Covina, California, 91790

**Phone**

(626) 814-9466

**Website**

<http://www.sgvmosquito.org>

## Limited-Term Outreach Assistant Supplemental Questionnaire

### \*QUESTION 1

Please explain why you are interested in this position and what knowledge, skills, or experiences you bring that would benefit our mission to reduce mosquito-borne disease through outreach and education.

### \*QUESTION 2

Describe a time when teamwork and interpersonal communication were critical to the success of a community-focused project or outreach effort.

### \*QUESTION 3

Describe a time when you took initiative to strengthen a project, improve a process, or address a challenge without being asked. If possible, relate your example to communications, public outreach, or education.

\* Required Question