



Job Announcement

COMMUNITY RELATIONS ASSISTANT (1287)

\$75,345.03 - \$91,603.70 ANNUALLY

Summary

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) permanently protects the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. We are currently recruiting for two full-time Community Relations Assistants-- critical team members who will coordinate online communications and community engagement activities of Ag + Open Space. This is an excellent opportunity to join a mission-driven organization with a passion for protecting lands that contribute to Sonoma County's scenic beauty, local agriculture, native habitats and recreational lands.

Duties

Community Relations Assistant - Online Communications

Primary duties will include leading online content development and optimization across multiple channels including the organization's website, social media, email marketing, blog, and digital advertising. This position will also maintain the organization's graphics and photo libraries, as well as support the organization's constituent relationship management (CRM) platform and other data management systems.

Community Relations Assistant - Community Engagement

Primary duties will include overseeing the organization's Public Outings & Youth Education and Workforce Development programs; coordinating community events, presentations, and public meetings; facilitating volunteer and internship opportunities; and increasing engagement with priority audiences such as local tribes, BIPOC communities, youth, and other historically excluded groups.

Requirements

Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with academic course work in natural resource management and/or interpretation, conservation education, communications, public relations, journalism, media studies, English, sociology, psychology, or related fields and one year of paid experience in conservation education, natural resource management and/or interpretation, marketing, public relations, event management, or volunteer/intern activity coordination.

Application Process

The job posting period is February 27 - March 29. All applications must be received by **11:59PM on March 29, 2023.** Interviews for selected candidates will be held on **April 11th and April 13th via teleconference.**

Application instructions are provided at www.governmentjobs.com/careers/sonoma.

A wide-angle landscape photograph of Sonoma County hills under a blue sky with scattered white clouds. The foreground shows a green field, and the background features rolling hills and a line of trees.

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