

JOB DESCRIPTION

Job title: OUTREACH ASSISTANT

Job purpose: Inform the public about mosquitoes and mosquito-transmitted disease prevention and the services provided by the district using a variety of communication tools.

Duties and responsibilities:

- Create and produce social media content (particularly video) to communicate the mission and operations of the district and the threat of mosquito-transmitted disease.
- Work with the PIO to create a quarterly content calendar and implement that plan on all district social media platforms with timely and accurate information.
- Respond to public inquiries and concerns in a professional and informative manner.
- Coordinate, schedule, and organize district participation at community events, including but not limited to school presentations, fairs and festivals, and informational booths.
- Prepare and present presentations to schools and community organizations.
- Design and oversee the production of district educational materials.
- Manage the stock of district educational materials and distribute publications to various venues throughout the parish (e.g. parish libraries and community events).
- Provide front desk coverage including greeting visitors and answering incoming phone calls in a courteous and professional manner.

Minimum qualifications:

- Current driver's license
- Demonstrated ability to use Microsoft Office products including Office, Excel, and Powerpoint.
- Demonstrated proficiency in graphic design and video editing software.
- Schedule flexibility; evening, early morning, and weekend requirements.
- Bachelor's degree, preferably in a communication, education, or biological science field or three years of experience in a media and communications position.

Working conditions:

Working conditions will require working outdoors in a variety of environmental conditions and early morning, evening, and weekend work at times. Employee may use or be around power tools and heavy equipment including a forklift. Sitting in an office or classroom for extended periods of time such as at a meeting will be required. Extended periods of time using a computer will be required.

Physical requirements:

This position can be a physically demanding job at times and will require extended periods of standing, walking, kneeling, and bending over. The person must be able to maintain balance and safely walk on uneven surfaces such as the slope of a roadside ditch. The person must have the ability to lift at least 30 pounds at times, work around water, use power tools, climb ladders, and ability to drive. Starting work early in the morning or working late into the evening may be required.