



JOB ANNOUNCEMENT

This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.

SEASONAL HELPER

(Public Information and Education Assignment)

Final Filing Date: Open Until Filled.

Application Process

Interested individuals may download an application from the District website at www.fightthebite.net/about/district-jobs/ Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please mail all application materials to:

Sacramento/Yolo Mosquito and Vector Control District
Attn: Seasonal Helper, Public Outreach and Social Media
Specialist
8631 Bond Road
Elk Grove, California 95624
(916) 685-1022

OR

Submit by e-mail to Jobs@fightthebite.net. Please attach the application materials as a Word or PDF file with the classification title, Seasonal Helper, Office Assignment in the subject line. E- mailed applications are not considered received until opened by District staff.

Please Note: As this position is Open Until Filled it is recommended that Applicants submit their application materials to the District as soon as possible. Applications will be reviewed periodically and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

Job Description

Under the direct supervision of the Public Information Officer, the Public Outreach and Social Media Specialist will assist in community outreach and help to develop engaging and creative social media content as part of the District's ongoing multi-faceted Fight the Bite campaign. This position offers the opportunity to use communications, outreach, public relations and advertising skills while experiencing what it's like to work at a special district in the public health field with a specific focus on community outreach and education. You will gain a deep understanding of public information and learn how to create consistent, engaging social media campaigns that align with brand standards while informing the public. This dynamic role also involves assisting with

community outreach events, school presentations, development of outreach materials, building relationships with various city/county agencies, and administrative support to the District.

The Public Outreach and Social Media Specialist is a temporary position. Regularly performed tasks and responsibilities vary based on District and department needs. Candidates must be available to work a minimum of 20 hours per week up to a maximum of 40 hours per week, Monday through Friday. The term of the position is anticipated to begin in May and is expected to end on or about September 30, 2025. The term and scheduled days or hours may be increased or decreased depending upon the needs of the program and department.

This role is ideal for individuals that are passionate about public information, education and community engagement. If you thrive in digital storytelling and want to make an impact, we encourage you to apply!

Illustrative tasks for this class varies by department assigned and may include, but are not limited to, the following

Key Responsibilities:

- Develop and execute social media content strategies to enhance public education and engagement.
- Create posts for various social media platforms, ensuring consistency with brand guidelines.
- Capture high-quality photos and videos for digital content and outreach materials.
- Monitor social media channels, help respond to comments and foster online community engagement.
- Track and analyze social media metrics to measure campaign effectiveness.
- Stay up-to-date with social media trends and best practices to optimize engagement.
- Assist in registering, planning and coordinating public outreach events and educational school programs.
- Assist in creating and refreshing outreach material and public displays.
- Assist in managing the District's website by, helping to update or refresh content
- Help promote collaboration and relationship building with community partners
- Collaborate with District departments to ensure messaging aligns with organizational goals.

Knowledge of:

- Social media content creation, specifically video and graphics
- Social media platforms (Facebook, Instagram, TikTok, X, Nextdoor, YouTube LinkedIn, etc.).
- Graphic design skills using an application like Canva, CapCut, Adobe Illustrator, or others
- Experience with Microsoft Office suite
- Photography and videography principles including the ability to edit and use programs such as iMovie or other editing software
- Public relations, outreach, media and advertising principles

Ability to:

- Work independently and as part of a team in a fast-paced environment.
- Work effectively and cooperatively with other employees
- Communicate with the public in a tactful, courteous, and professional manner in person and on the phone
- Develop brochures, flyers, and presentations.
- Develop and designing materials public outreach.
- Proofread and review work for accuracy and completeness.
- Demonstrate strong organizational and communication skills.
- To attend events and conduct fieldwork as needed.
- Accept a variety of reasonable assignments and duties that may arise

Experience:

- Completed or working towards a Bachelor's degree in Mass Communications, Journalism, Public Relations, Marketing or a Media related field.
- Experience that demonstrates possession of the knowledge and skills needed to successfully perform the key responsibilities stated above is preferred.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

Position Status

The vacancy is for a seasonal, temporary position. The specific term of temporary employment for a particular employee shall be determined by the Manager. An employee's employment will expire at the end of the seasonal employment term; however, temporary employees serve at the will of the District and may be terminated at any time without cause or prior notice. Temporary employees do not have the rights described in the Personnel Manual relating to disciplinary action and dismissal. The Manager may fill a temporary position pursuant to applicable provisions of the Personnel Manual.

Examination and Selection Process

Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application materials. Meeting minimum qualifications does not guarantee selection for an interview. Those candidates selected for interviews will receive an invite for an in-person or video/teleconference interview to further assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the interview and application.

Applicants selected for interviews must be available to interview using an online video/teleconference platform such as Google Meet or Zoom, between 7:00am and 3:30pm, Monday through Friday. Alternative interview times may not be offered.

Medical Testing

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

Compensation and Benefits

The starting salary range for this position is \$20.00 - \$22.00 per hour paid monthly. Salary will be determined at the time of hiring. Seasonal, temporary employees do not receive medical or other employee benefits except when required by law. Seasonal, temporary employees receive Sick Leave pursuant to Assembly Bill 1522 (AB 1522), the Healthy Workplaces, Healthy Families Act of 2014. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

Equal Employment Opportunity It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, religion, creed, color, national origin, ancestry, citizenship, physical or mental disability, medical condition, marital status, military or veteran status gender, age, sexual orientation, gender identity or gender expression, registered domestic partner status, genetic information, or any other basis that is protected under state or federal law.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.