

Job Title:	Communications Specialist – Equity and Community Engagement	Open Competitive Recruitment
Position opens:	October 9, 2017	
Position closes:	November 6, 2017, 4:30 p.m.	
Starting salary:	\$62,088 - \$68,460, Union Grade IV, Steps A-C, depending on skills and experience Teamsters Union Local 763 Relocation assistance will not be provided.	
Work week:	38.75 hours per week, Monday through Friday	
To apply:	Please submit your cover letter and your resume to Susan Campbell at recruitment@pscleanair.org	

The Puget Sound Clean Air Agency is a regional government agency created in 1967. Our jurisdiction covers King, Kitsap, Pierce and Snohomish counties. The Agency works to protect public health, improve neighborhood air quality, and reduce our region’s contribution to climate change. We achieve our mission by monitoring air quality, sponsoring voluntary initiatives, educating people and businesses about air quality issues, and enforcing state and federal air quality laws.

Our Agency is composed of approximately 74 staff members including: inspectors, air resource specialists, engineers, meteorologists, monitoring technicians, project managers and communicators. Our operations are supported by a team of specialists, as well as IT services, human resources, legal, records management, finance and administrative staff. For more information on the Agency, please visit www.pscleanair.org. We are governed by a Board of Directors which includes elected officials from each of our four counties, a representative from the largest city in each county, and one member representing the public at large.

Also, as a part of the Agency’s strategic plan, we are deepening our commitment to equity and community engagement. We value an inclusive environment and equitable approaches to our work. We strive to be consistent yet equitable in our practices and policies, as well as in our external relationships among residents, businesses, and community partners. We also value equity, which means doing whatever it takes to ensure every person in our region has the same air-related health outcomes and benefits. The agency aims to do this while providing responsive customer service through our regulatory and monitoring work as well as partnering with communities to develop solutions through our voluntary programs.

In efforts to support these values, we are seeking a passionate and committed individual to serve as our full-time Communications Specialist for our Equity and Engagement Department. This position will support the Agency’s strategic plan goals of embedding equity into our practices and policies, while providing effective and relevant engagement within our communities. The position will focus on engagement and outreach with various communities within our jurisdiction, along with managing internal processes and developing robust communications tools.

This Communications Specialist will report to the Equity & Community Engagement Manager as part of a three-person department leading internal and external efforts. We are looking for someone with personal and professional experience navigating inequities and injustice, the ability to convey personal stories through various forms, demonstrated leadership in taking initiative and amplifying stories or experiences for people of color, and a deep commitment to environmental justice.

This position will be based in the Agency's Seattle office.

Job duties include:

- Build and manage relationships and partnerships with stakeholders, internal staff, people from diverse backgrounds (such as racial, ethnic, religious, linguistic, gender, age, sexual orientation, socio-economic, and with diverse physical and learning abilities) and a range of cultural community groups and individuals.
- Communicate technical and policy information clearly to a variety of internal and external audiences, including local and mainstream media.
- Plan, implement and manage educational curriculum and awareness/outreach programs related to the agency's goals as outlined in the Strategic Plan.
- Consult with agency staff and external partners individually, and as part of work teams to identify communication needs and apply appropriate strategies.
- Research, write, and produce culturally appropriate print and electronic communication materials.
- Educate local residents and community groups through various communication methods, including presentations at community gatherings and providing an agency presence at local events. Evening and weekend work will occasionally be required.
- Plan, develop, prioritize, and oversee projects with vendors and consultants to ensure contract requirements are met.
- Support other department programs, including seasonal burn ban communications and responses to media, press releases, website updates and video editing/production.

Required Knowledge, Skills and Abilities

- Demonstrated experience working directly with communities of color, immigrants, refugees, people with low incomes and limited English proficiency communities.
- Possess a demonstrated ability to work well across cultures, amplify marginalized voices, and effectively utilize culturally responsive skills and practices.
- Excellent verbal and written communication skills to clearly provide information to technical and non-technical audiences.
- Ability to effectively communicate using visual and graphic tools.
- Demonstrated ability to address the concerns of and engage with diverse audiences about (often) contentious or hard-to-understand subjects.
- Strong project management and organizational skills to plan, initiate and deliver on communications projects.
- Proven ability to work dependably and successfully under tight deadlines, shifting priorities, and high quality standards.
- Extensive collaborative teamwork experience, with internal teams and external partnerships.
- Successful experience working independently with minimal supervision; self-directed.
- Proven sound judgment and problem solving, including development of solutions to project-related problems and issues.

Preferred Knowledge, Skills and Abilities

- Direct communication experience related to regulatory, air quality or other environmental issues.
- Familiarity with the communities within our jurisdiction.
- Written and verbal language fluency in addition to English is highly desired.

- **Software Knowledge:** Intermediate level knowledge of MS Office products; Intermediate level knowledge of using social media tools like Facebook and Twitter for business or public agency outreach; basic level knowledge of Adobe InDesign.

Education and Experience

Candidates may have any combination of education and experience which provides the knowledge, skills, and ability to perform the job.

- **Education:** A Bachelor’s degree from a four-year college or university in communications, public relations, marketing, environmental issues, or related field.
- **Experience:** 4-6+ years of relevant experience in communications program planning, project management, community engagement, social media, presentation skills, and writing.

Benefits

The Agency provides an attractive benefits package which includes:

- Washington Public Employees’ Retirement System (PERS) – All full-time employees are required to be part of PERS and choose between PERS 2 and 3
- Medical, dental and vision insurance
- Employees may also elect to participate in the Agency’s 125 Plan, Section 105
- Employer paid public transit within the Agency jurisdiction
- 10 paid holidays scheduled throughout the year plus 2 floating holidays
- Sick leave and vacation leave accrual
- Employee Assistance Program (EAP) – the EAP provides a free confidential resource outside the workplace for full-time employees and immediate family members
- Life Insurance - employer paid term life insurance equal to the employee’s annual salary
- Short Term Disability
- Long Term Disability
- Tuition Assistance
- Flexible work schedule

Application Process

We screen resumes for qualifications that match our job requirements. Typically, we call a small group of highly qualified applicants. Final applicants are interviewed by a team of managers and key agency staff. Final recommendations are approved by the Executive Director.