



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### POSITION ANNOUNCEMENT

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## Media & Outreach Specialist

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**Open Date:** January 12, 2022

**Close Date:** January 26, 2022

The Upper Willamette Soil and Water Conservation District (UWSWCD) is hiring a Media & Outreach Specialist to join its District team. This position is .5 FTE (part time) position and serves as the main point of contact for the District's media and outreach program. This position is responsible for coordinating and executing the District's social media strategy, using a variety of social media platforms, as well as keeping the District's website up to date to meet District standards and legal requirements. This position oversees design and formatting of all District produced outreach and special event materials to increase the District's visibility and presence with the community. The district provides all employees a generous benefit package.

#### **Application Instruction:**

Please submit a current resume (maximum two pages), cover letter (maximum one page), and three references. In your resume and cover letter, please highlight your experience in relation to the essential functions and minimum qualifications listed in the job description provided. Applicants with professional and lived experiences in lieu of education requirements are encouraged to apply.

All applications materials are **due by 11:59 pm on Wednesday, January 26, 2022**. Send your completed application materials (email or mail accepted) to:

Leslie Owens, Administrative Assistant  
Upper Willamette Soil and Water Conservation District  
3291 W 1<sup>st</sup> Ave.  
Eugene, OR 97402  
admin@uwsxcd.org

For emails use the subject line "Media & Outreach Specialist application"

#### **Equal Employment Opportunity and Diversity, Equality and Inclusion Statement**

The Upper Willamette SWCD is an equal opportunity employer, providing services to the public without discrimination against race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The District recognizes the reality of modern-day systemic racism that has maintained disparities that limit opportunities for groups of people based on race, culture, and other characteristics. The District believes that an organizational commitment to diversity, equality, and inclusion is essential to its mission and the development of a more resilient watershed and community.

#### **Veterans Preference**

Under Oregon Law, qualified veterans may be eligible for veterans preference when applying for UWSWCD positions. If you would like to be considered for veterans preference, please provide qualifying documents with your application submittal.