



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301

www.contracostamosquito.com

Job Title: Public Affairs Aide (Seasonal)

Salary Range: \$23.00 - \$25.00

Department: Administration

FLSA Employment Status: Non-exempt

ESSENTIAL FUNCTIONS

Under the supervision of the Public Affairs Director, the Public Affairs Aide supports the District's communication and community engagement efforts. This position assists in the creation of digital content, development of educational campaigns, and implementation of outreach strategies that inform and engage the public on vector control services and vector-borne disease prevention.

DISTINGUISHING CHARACTERISTICS

This position requires creativity, strong communication skills, and a passion for public service. The ideal candidate will be knowledgeable in social media trends, have experience producing digital content (especially video), and be comfortable working both independently and as part of a team.

PRIMARY DUTIES

- Assist with the creation of short-form video content (TikTok, Instagram Reels, YouTube Shorts) highlighting the District's services.
 - Draft and design social media content, flyers, infographics, and other outreach materials.
 - Monitor and respond to social media engagement under staff guidance.
 - Assist with event planning, logistics, and promotion for community events.
 - Attend field operations (as needed) to collect footage or conduct interviews.
 - Maintain content calendars and track metrics for social media and outreach.
 - Support communications initiatives, including website updates and newsletters.
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Knowledge of the following is required to perform the essential function:

- Basic social media platforms and current trends (especially TikTok, Instagram, Facebook, Nextdoor, and X/Twitter).

- Digital design tools (e.g., Canva, Adobe Express, CapCut, or similar).
- Principles of public communication and customer service.

Ability to do the following is required to perform the essential function:

- Communicate clearly and creatively, both verbally and in writing.
- Follow directions and meet deadlines with attention to detail.
- Organize content and manage time effectively.
- Engage professionally with staff and the public.
- Operate a smartphone, camera, or video editing software.
- Work outdoors occasionally and lift up to 25 pounds (for event setup).

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and skills and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EXPERIENCE: Experience in social media content creation, digital marketing, public outreach, or communications. A portfolio or samples of prior creative work are encouraged.

EDUCATION: Enrollment in or recent graduation from a college or university program in Communications, Journalism, Marketing, or a related field.

REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

Must have a valid California driver's license with good driving record and maintain a good driving record as required for insurability with the District's insurance provider using the accepted guidelines of the insurance provided.

Specifications Approved by: Board of Trustees on May 12, 2025

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager