



**Communications Specialist**  
**Arizona Municipal Water Users Association**  
**Phoenix, Arizona**

***A unique opportunity to work and communicate on the major water issues of our time***

AMWUA is a non-profit corporation established in 1969 with offices located in Phoenix, Arizona. AMWUA members are the cities of Avondale, Chandler, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale, and Tempe, and the town of Gilbert.

Our mission is to protect our members' ability to provide assured, safe and sustainable water supplies to their communities, and to advocate responsible water stewardship that supports economic prosperity and safeguards Arizona's water supplies for future generations.

For nearly five decades, the Arizona Municipal Water Users Association (AMWUA) has helped shape solutions to Arizona's water supply and management issues. AMWUA routinely collaborates with ADWR, SRP, CAWCD, USBR, the Arizona Legislature, and others to advance sound water policy for Arizona and the Colorado River Basin.

**Position Description**

The Communications Specialist position builds on AMWUA's current communications efforts. This position assists AMWUA with advocating and communicating proposed policies and positions on water issues affecting its members. The position develops and oversees short-term and multi-year public relations projects to increase awareness among elected officials and the public about water management issues and policies; to communicate member cities' successes in water management, including conservation, planning, and building and maintaining infrastructure; and to enhance AMWUA's public visibility to promote our members' ability to provide their residents and businesses with water now and for the future. To accomplish this, the Communications Specialist works closely with member public information officers and other member staffs and coordinates with water agencies and related organizations.

Major duties include but are not limited to the following:

- Drafts weekly blog posts; maintains and develops website content; creates and delivers articles, news releases, and other related communications for publication; develops other outreach materials, graphics and videos.
- Monitors traditional and social media outlets for relevant content.
- Manages all social media accounts on behalf of AMWUA and responds to inquiries on those accounts. Strategically elevates AMWUA's social media presence, developing content, and adding platforms as appropriate.
- Works with AMWUA staffs to develop communication goals and strategies for the organization.
- Responds to inquiries from the media and the public.
- Works with AMWUA members and partners to coordinate and strengthen messaging and establishes new relationships with organizations to raise AMWUA's profile.

- Establishes relationships with relevant media to create more visibility for AMWUA, including written, online and radio news outlets, podcasts and blogs.
- Attends meetings and interacts with individual members and others in the water community to understand the issues.
- Organizes and promotes occasional special events, such as legislative forums.
- Any other duties identified to communicate and strengthen the overall mission of AMWUA.

A well-qualified candidate will possess the following knowledge, skills, and abilities:

- Strong, well-honed, professional writing skills, including a knowledge of AP style and an ability to concisely explain complicated topics to a general audience.
- Strong oral communication skills, the ability to communicate clearly with a wide variety of professionals and to present effectively to individuals, small groups, and members of the media.
- A keen interest in learning about often complex issues and policies.
- Ability to think critically, research, dig into the details, understand, and explain the nuances of issues.
- Knowledge and command of the most effective and engaging social media platforms. This includes following social media research and analytics, measuring and quantifying the impact of AMWUA's social media, and adapting as needed.
- Ability to work independently and to analyze, organize, and prioritize workload while meeting multiple deadlines.
- Knowledge of current practices, techniques and objectives of public information and relations programs.

Preferred education and experience:

- A bachelor's degree in journalism, mass media communications, public relations, marketing or related field.
- Three years of experience in journalism, mass media communications or public relations.
- Experience working with graphic design, video editing, Adobe Photoshop, and InDesign.

The salary range for this position is \$55,000 to \$70,000 per year based on experience and qualifications.

AMWUA offers an attractive benefits package that includes:

- Paid Time Off (PTO)
- Paid Holidays
- Life Insurance
- Health and Dental Insurance
- Retirement through the Arizona State Retirement System
- Long-term Disability Insurance

If you are interested in this opportunity, please submit a cover letter, your resume and a writing sample to Diana Pina [dpina@amwua.org](mailto:dpina@amwua.org). Resumes will be accepted through **December 10, 2018**. Position remains open until filled.

If you have questions about this position, please contact Warren Tenney at [wtenney@amwua.org](mailto:wtenney@amwua.org).