P.O. Box 5040, Round Rock, Tx 78683
tgwa.org | info@tgwa.org | (512) 316-4349

Communications & Outreach Coordinator

This full-time employee works closely with Texas Groundwater Association (TGWA) Executive Director to manage internal and external communications, membership and outreach, and training and conference events for the Association. This position requires extensive contact with TGWA members and board, state agency personnel, and legislators/staff.

Essential Functions

- Create and manage marketing and print materials, including conference programs, membership brochures, presentations, event signage and other conference materials
- Collaborate with staff to develop and distribute the Fountainhead, TGWA's quarterly publication
- Assist in strategic planning, including developing and implementing a communications plan and overseeing TGWA branding efforts
- Maintain, update, and add content to website and social media outlets
- Develop and implement opportunities for member outreach and engagement; serve as point of contact for member inquiries
- Oversee and analyze member communication and feedback tools using electronic surveys and other membership platforms
- Help coordinate, manage, and staff TGWA conferences, meetings, and events
- Work with Executive Director to promote and advance the association
- Support TGWA committees and perform other duties as assigned

Required Qualifications

- Experience developing print materials and utilizing social media platforms
- Technologically savvy: competency with graphic design platform(s), social media, Microsoft Office Suite, and Zoom/networking apps
- Strong writing, editing, and communication skills
- Strong organizational skills; ability to meet deadlines and work on multiple projects at once
- Excellent customer service skills and a strong interest in engaging with members and learning about the groundwater industry

Preferred Qualifications

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- Bachelor's degree in communications, marketing or related field
- Experience with web design/content management systems, and association management software (specifically *Member Clicks/MC Trade*)
- Previous association or water industry work

TGWA is a membership-driven association with currently only two staff members. Employees assist each other as necessary, and teamwork is imperative. All staff are expected to engage in conference preparation and implementation. Opportunities exist to learn new skills and engage in all areas of association work.
The position is fully remote, however all employees must live in Texas. Employees are expected to be available between normal business hours of 8-5, M-F, with an occasional Saturday for meetings or events. Travel will be required for TGWA conferences and continuing education events across the state several times per year.

Compensation

- Compensation is commensurate with experience and background and will be competitive with similar non-profit organizations.
- Pay Range: $50K–$70K **total compensation** (salary + health insurance stipend + IRA contribution). No group health or retirement plan is offered.
- Paid vacation, sick time, and federally recognized holidays.