



Texas Groundwater Association

Job Announcement: Communication and Outreach Coordinator

Position Title: Communication and Outreach Coordinator

Location: Bryan, Texas

Application Deadline: Until filled

About the Texas Groundwater Association: The Texas Groundwater Association (TGWA) is a nonprofit organization committed to promoting and supporting the welfare and interests of the water well industry in our state. We strive to educate licensed water well drillers and pump installers to ensure a qualified workforce. The Association also advocates for responsible management of Texas groundwater resources. We work with various stakeholders, including government agencies, industry professionals, and our members, to promote sustainable industry practices.

Position Summary: The Texas Groundwater Association is seeking an enthusiastic and motivated Communication and Outreach Coordinator to join our team. This position offers a unique opportunity to develop and implement communication strategies, manage public relations activities, and coordinate outreach programs to engage and inform our members.

Key Responsibilities:

- Assist in the development and execution of comprehensive communication plans to support the Association's mission and goals.
- Help manage and update the Association's website, social media platforms, and other digital communication channels.
- Write, edit, and distribute press releases, newsletters, and other communication materials.
- Coordinate and attend events, conferences, and meetings to promote the Association's initiatives and build relationships with members.
- Assist in developing and maintaining media contacts and managing media inquiries.
- Create and distribute educational and promotional materials to support outreach activities.
- Collaborate with other staff and committees to ensure consistent and effective communication across all channels.
- Monitor and report on the effectiveness of communication and outreach efforts.
- Other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree in Communications, Public Relations, Marketing, Environmental Science, or a related field.
- Previous experience in a communication or outreach role is preferred but not required.
- Strong written and verbal communication skills.
- Proficiency in using social media platforms, website content management systems, and email marketing tools.
- Strong organizational and project management skills.
- Ability to work independently and as part of a team.
- Knowledge of groundwater issues and water resource management is a plus but not required.
- Enthusiasm for learning and growing in the field of communication and outreach, as well as association management.

Benefits:

- Competitive salary commensurate with experience.
- Paid time off and holidays.
- Professional development opportunities.

How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to Bobby Bazan at bbazan@tgwa.org. Please include "Communication and Outreach Coordinator Application" in the subject line. This position will be open until filled.

Equal Opportunity Employer: The Texas Groundwater Association is an equal opportunity employer.