

Citrus Heights Water District is seeking an experienced **Public Affairs Analyst** who can think strategically and execute tactically. This role supports community relations, education, and marketing initiatives from planning through implementation, working with a high level of independence.

#### **Key Responsibilities**

- Plan, coordinate, and implement public engagement, outreach, and education programs
- Represent the District at community events, Customer Advisory Committee meetings, and public meetings (occasional evenings/weekends)
- Promote District awareness and favorability through programs, projects, and initiatives
- Develop content for the website, social media, newsletters, and digital communications
- Coordinate advertising, sponsorships, and partnership projects
- Create outreach and marketing materials (flyers, brochures, event promotions)
- Support water efficiency classes, garden corps volunteers, and community education programs
- Draft press releases and public information materials
- Respond to public inquiries and manage assigned projects independently
- Track program activity and assist with evaluating effectiveness and outcomes

#### **What We're Looking For**

- Experienced communications professional with a balance of strategy and execution
- Strong written and verbal communication skills
- Ability to manage multiple projects with minimal supervision
- Comfortable representing the District at public and community events
- Enthusiasm for engaging the public on local government initiatives
- Interest in water efficiency and sustainable landscaping practices (preferred)

*[Click here to review the Public Affairs Analyst Job Description.](#)*

#### **Salary and Benefits**

The starting salary will be commensurate with experience, qualifications, and skills of the successful candidate. The salary range for this position is **\$45.09 - \$60.90 hourly**.

*[Click here to access CHWD's Comprehensive Benefits Package.](#)*

#### **Application Process and Selection Procedure:**

**The deadline to apply is Sunday, March 1<sup>st</sup>, 2026, at 11:59 P.M. PST.**

- Submit a resume and cover letter to [hr@chwd.org](mailto:hr@chwd.org)
- Materials must clearly demonstrate minimum qualifications; all information is subject to verification.

Qualified candidates will be invited to a phone screening (March 9–11, 2026), followed by in-person interviews (March 11–19, 2026). Interviews and/or skills assessments may be used to establish a qualified candidate list.

All communications will be conducted via email. For questions or accommodation requests, contact Human Resources at **916-725-6873** or [hr@chwd.org](mailto:hr@chwd.org).

***Citrus Heights Water District is an Equal Opportunity Employer.***