



# Upper Occoquan Service Authority

## Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | [good.jobs@uosa.org](mailto:good.jobs@uosa.org)

## COMMUNICATIONS SPECIALIST

PERSONNEL DIVISION

GRADE 8 | \$65,440- \$104,704\*

OPEN UNTIL FILLED

**\*STARTING SALARY WILL BE BETWEEN MINIMUM AND MIDPOINT IN THE RANGE.**

### **RESPONSIBILITIES:**

The Communications Specialist is responsible for planning and implementing the organization's internal and external communications programs, community outreach, marketing, and public information programs. The Communications Specialist is assigned complex, confidential and time-sensitive projects and must be able to exercise sound judgement and function efficiently under pressure and tight deadlines, and related professional duties as may be assigned. The work is performed under the direction of the Chief People Officer.

### **Examples of Work:** (Illustrative Only)

- Works with UOSA's Chief People Officer to develop a comprehensive outreach and communications strategy that supports the organization's mission and priorities.
- Manages UOSA's communications overseeing all content creation for uosa.org, social media channels, news releases, handouts, digital signage, and projects.
- Works closely with other UOSA department leaders to develop and deliver consistent internal and external communications for newsletters, emails, digital signage, and events.
- Writes, reviews, or assists with writing annual reports, talking points, abstracts, collateral, website content, PowerPoint presentations, and other internal and external communications materials.
- Coordinates with engineers, stakeholders, UOSA team members, contractors and other parties to synthesize technical information into consumer-friendly messages to communicate to UOSA's diverse group of stakeholders.
- Plans and implements external outreach and internal organizational activities and events, including community activities and employee meetings.
- Monitors social media activity and works with the communications team to effectively leverage social media to engage stakeholders, build relationships and trust, and ensure relevant and timely publication of programs and initiatives.
- Works with and presents to community groups, neighborhood associations, and other city groups to enhance their knowledge of the water sector and UOSA.
- Organizes and guides tours of UOSA's facilities.
- Directs activities, manages contractors and consultants as applicable, and leads multifunctional teams as needed to ensure successful completion of projects.
- Assists with the development of budget plans to ensure appropriate communications and outreach resources.



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### **REQUIREMENTS:**

- Must be able to handle physical requirements of position to include walking, bending, stooping, lifting, reaching, and carrying up to 30 pounds.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

*The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at [good.jobs@uosa.org](mailto:good.jobs@uosa.org).*

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: **[Uosa.org/Careers](http://Uosa.org/Careers)** > **Candidate Profile**.

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position