

ADMINISTRATIVE SPECIALIST (Communications)

CAREER OPENING



Clark Regional Wastewater District (District) seeks an Administrative Specialist to join the Business Services team. This new position facilitates communications and public outreach and provides professional administrative support across a variety of District departments, programs, and public-facing initiatives. Great opportunity to join a small, professional, and community-oriented utility whose mission is to provide customer-focused, professional wastewater services in an environmentally and financially responsible manner.

KEY RESPONSIBILITIES

The Administrative Specialist will develop and implement internal and external communications, marketing and outreach materials that support the District's branding and strategic communications and outreach goals and initiatives. Apply storytelling and copywriting skills to create compelling stories, messages and presentations for varying audiences, mediums and information platforms.

This position provides specialized administrative support, including editing and preparing official documents and materials, document management, records coordination, data tracking and reporting, procurement support, and meeting coordination.

IDEAL CANDIDATE PROFILE

- Skilled in writing and speaking creatively, concisely, and accurately about complex subjects for a broad range of audiences.
- Proficient in proofreading, copywriting and copy editing, including proper business English, spelling, and grammar.
- Proficient use of computers, personal communication devices, internet social media applications, and computer software, including Microsoft Office Suite, databases, Adobe Creative Suite, content management systems, photo, and video editing.
- Organized, collaborative, detail-oriented, deadline-driven, and comfortable managing multiple priorities with a high level of professionalism and discretion.

QUALIFICATIONS

Any combination of education and experience that provides the requisite knowledge, skills and abilities. Typically this can include:

- High school diploma or equivalent required.
- College coursework in journalism, communications, public relations, graphic design, or a related field; Bachelor's Degree preferred.
- Five years of responsible and relevant experience, including:
 - Communications, public information, marketing, or digital and media relations.
 - Advanced administrative support, word processing, editing, proofreading.
- Possess and maintain a valid state-issued driver's license with a good driving record.

COMPENSATION & BENEFITS

The District provides employees the resources to grow professionally and stay happy and healthy. Compensation and benefits include:

- Paid certification and training
- 100% employer-paid medical, dental and vision (employee and family)
- Paid vacation and sick leave
- Public Employee Retirement System (PERS)
- Flexible Spending Account (FSA) for medical and dependent care
- Education assistance program
- Training and development
- Basic life insurance
- Long-term disability

Salary range: \$5,674 to \$7,418 per month

Starting salary: \$5,674 to \$6,488 per month, depending on qualifications.

HOW TO JOIN OUR TEAM

Position remains open until filled.

For more information or questions, contact:
Kim Gribner, HR Specialist
360-360-5303

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An Equal Employment Opportunity Employer.

Physical Address:

8000 NE 52nd Court
Vancouver, WA 98665
360-750-5876

www.CRWWD.com



ABOUT THE DISTRICT

The District's mission: Provide customer-focused, professional wastewater services in an environmentally and financially responsible manner.

Formed in 1958, the District provides reliable, affordable service to more than 130,000 people. The District supports economic development while protecting public health and the environment.

Ensuring residents have access to high-quality sewer service at competitive and stable rates is important. The District achieves this through proactive planning, sound financial management, and a regional approach to governance and service delivery. Recent initiatives such as the Discovery Corridor Wastewater Transmission System (DCWTS), Discovery Clean Water Alliance (Alliance) and City of Ridgefield Collection System Transfer have not only supported local economic growth, but also helped to ensure low and consistent rates for our customers well into the future.



The District's unique approach to serving the community has led to recognition with several awards and accreditation:

- GFOA Distinguished Budget Presentation Award, 2016-2025
- GFOA Certificate of Achievement for Excellence in Financial Reporting, 1988-2024
- *Vancouver Business Journal* inaugural Catalyst Award in 2015 for DCWTS
- Governor's Smart Communities Award in 2013 for Alliance
- APWA Accredited since 2005



WHY JOIN THE DISTRICT?

- **A professional utility.** An industry leading utility devoted to serving its growing customer base with professional staff and services.



- **A great place to work and live.** You'll find a healthy work/life balance, along with affordable homes, a variety of outdoor activities, impressive school districts, and a foodie's paradise nearby. Recreational opportunities abound within an hour drive to the mountains or the coast.
- **A passion for the community.** Whether growing food together, presenting at public safety fairs, or participating in local parades, the District and its employees strive to give back and engage the community.
- **The chance to make a difference.** Our workplace is big enough to make things happen, but small enough to celebrate the contributions of each employee.
- **Engaging Projects.** Our projects are fully funded, ensuring stability and progress.
- **Collaborative Environment.** Work alongside an excellent Administrative team, committed to supporting each other and achieving our goals.
- **Family-Friendly Culture.** As a public agency, we value work-life balance, offering a more family-friendly environment compared to the 55-60 hour work week's common in consulting.
- **Strong Support.** Benefit from robust support from our Board and partner agencies, ensuring you have the resources and backing to excel.