NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace

JOA #: **27-08** **Position #:** 112002 **Posting Date:** 11/4/26 **Application Deadline:** 11/11/26

Position Title: OPS Communications Specialist ***(Subject to Board Approval)*** **Starting Salary:** $15.00 / hour

Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:
At a minimum, college-level courses in Communications, Public Relations, Marketing, Journalism or a similar field.

Special Abilities:
Level I

- Possession of a valid driver's license.
- Ability to interact effectively with other staff and the general public.
- Proficiency with personal computers, Microsoft Office, Microsoft PowerPoint, and Canva.
- Proficiency with social media platforms such as Facebook, Instagram, and Twitter/X.
- Willingness to learn Adobe Premier Pro and Adobe Audition video- and audio-editing software.
- Willingness to learn WordPress web-publishing software.

Description of Position:
This is a part-time OPS position in the Office of Communications. The employee will be responsible for creating and posting content items for the district's social media accounts, including Facebook, Instagram, and Twitter/X. Additionally, the employee will assist the Communications Director in creating presentations, flyers, brochures, or other materials in support of various speaking engagements conducted by District staff.

Duties include:

- Provide superior service to the public, other governmental agencies, and District staff.
- Create and post content items for the district's social media accounts, including Facebook, Instagram, and Twitter/X.
- Assist the Communications Director in creating presentations, flyers, brochures, or other materials to be used by staff in various speaking engagements.
- Help maintain the district's web site and social media accounts.
- Assist staff in organizing and conducting public events which may include limited travel for outreach events such as ribbon cuttings, groundbreaking ceremonies, or media events.
- Perform other tasks as assigned by the supervising professional.

How to apply: Submit a Northwest Florida Water Management District Application and resume to human.resources@nwfwater.com or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.