



Position Title: Communications Coordinator

Job Type: Full-time; remote.

Location: VWC is based in Modesto; region encompasses Northern San Joaquin Valley (between San Joaquin and Madera counties plus portions of Yolo County).

Compensation: Hourly rate: \$35; benefits include health care, 10 paid holidays, 40 hours of paid vacation, and 40 hours of sick time.

Valley Water Collaborative (VWC) is managing a program in its fourth year of operation to provide replacement water for residences whose drinking water wells contain levels of contaminants above the state standard in Stanislaus and Merced counties and is expanding in 2025 to Madera and Yolo counties.

The Communications Coordinator will play a key role in working with residents who apply to the VWC program and providing customer support, processing applications, entering data, and supporting program operations. The Communications Coordinator will work under direction of the Program Manager and Operations Director and will communicate with residents through email and phone, process applications, and support VWC in additional tasks as deemed necessary. The ideal Candidate is self-motivated, community-focused, and a strong team player, with a positive attitude and a readiness to take on various tasks as needed.

Responsibilities:

- Assist with program implementation including: processing applications for free well testing and replacement water, communicating with residents and vendors, data entry and handling, and participating in meetings
- Provide timely and clear communications with residents and potential applicants through email and phone to guide them through the application process, answer questions, and address concerns
- Lead communications with bottled water suppliers and other vendors, working closely with the Program Manager to resolve customer issues
- Provide support to the Outreach Manager, as needed
- Provide support to the Operations Director, as needed
- Participate in and provide support during virtual meetings and community events
- Assist in reviewing VWC outreach materials, especially the Spanish language content
- Translate materials from English to Spanish and provide interpretation during community meetings
- Track and report VWC activities to VWC staff, Board of Directors and affiliated organizations
- Assist with special projects and other tasks as requested by the Program Manager or Operations Director



Requirements:

- Willing and able to work remotely during regular business hours
- Must have reliable Wi-Fi
- Self-directed and self-motivated
- Excellent interpersonal and written communication skills
- Strong organizational and community engagement skills
- Demonstrated ability to work as part of a coordinated team
- Skilled in using Microsoft Office suite; familiarity with mapping software (MMS or other)
- Friendly, enthusiastic, and positive attitude
- Spanish language proficiency required

To Apply: Interested applicants please send resume and cover letter to contact@valleywaterc.org. Applications are accepted on a rolling basis and the role is open until filled.