

PROGRAM ASSISTANT II – BRANDING AND VISUAL COMMUNICATIONS -

Coachella Valley Association of Governments (CVAG) - (Starting Salary: \$50,981 - \$63,517 annually, plus benefits). Full-time position, under the direction of the Assistant Executive Director, perform a wide variety of duties related to branding and visual communications as required for CVAG and the agencies it staffs. Other responsibilities include working across departments to provide support for CVAG's committees and programs. The ideal candidate is a visual storyteller who has strong oral and written communication skills, strong expertise in visual mediums (particularly PowerPoint and social media), well-developed computer skills, and proficiency with the full range of Microsoft products (i.e., PowerPoint, Word and Excel) as well as other office software. The ability to work independently, use initiative, exercise sound judgment, set priorities, and meet critical deadlines is essential. **REQUIREMENTS:** Equivalent to or completion of high school (twelfth grade). Ability to maintain excellent positive working relationships with staff, elected officials and the general public. Have strong ability to use computers and related equipment to perform visual storytelling and maintain online content for CVAG's website and social media. Have a good knowledge of office practices and procedures, including work planning, organization, records management and the operation of computers, other standard office equipment. **APPLY BY:** Open until filled with first review on January 31, 2022. **CVAG application, examples of work, resume and cover letter required.** Application and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127.