

PROGRAM SPECIALIST I/ II – BRANDING AND VISUAL COMMUNICATIONS -

Coachella Valley Association of Governments (CVAG) - (Position grade: \$63,696 - \$100,948 annually depending on qualifications, plus a generous paid benefits package including PPO/HMO). Full-time. Under the direction of the Deputy Clerk, 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 and 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 well-developed skill and proficiency using the full range of Microsoft products (i.e., PowerPoint, Word and Excel) as well as other office and graphic software. The ability to work independently, use initiative, exercise sound judgment, set priorities, and meet critical deadlines is essential. **REQUIREMENTS:** Equivalent to completion of twelfth grade supplemented by college-level coursework in marketing, communications, public relations, design or a directly related field. Have a good knowledge of office practices and procedures, including work planning, organization, and records management. **APPLY BY:** Open until filled with first review on October 21, 2025. **CVAG application, resume, supplemental questions and cover letter required.** Application and full job description may be obtained at: <https://cvag.org/employment-opportunities/> or by calling (760) 346-1127.