



YOUR BEST PROTECTION

Position Profile

Communications Specialist II

Roseville, California
September 2025

People | Service | Integrity | Innovation

*Do you seek a career where
your creativity and communications
expertise make a meaningful impact on
member engagement and
organizational success?*

*Are you attracted to an organization
that serves a critical industry in
California – water?*



Staff enjoy evening out at the River Cats game
for the annual summer social

Then our position of **Communications Specialist II** is for you.



Position Overview

ACWA JPIA is an award-winning risk pool for California public water agencies, known for superior customer service and attention to members that is second to none. Through responsive claims handling, proactive risk management, and strategic partnerships, we empower our members to deliver essential water services safely and efficiently. Our organization values people, integrity, innovation, and service in everything we do.

ACWA JPIA is recruiting a **Communications Specialist II**. The candidate will work under the supervision of the Member Education Manager and will join a dynamic team of four other employees.

The core job responsibilities are to design and develop effective communications for our ACWA JPIA members and stakeholders, providing outstanding customer service and support to our members and fellow staff. This experienced communicator will perform a variety of technical and professional duties as part of JPIA communications and member education programs, including developing publications and other collateral, writing, research, multimedia, presentations, marketing, social media, and/or graphic design.

The ideal candidate for this role is a versatile communicator who blends creativity with precision. They are equally comfortable writing compelling copy, producing engaging multimedia content, and designing professional materials that align with organizational branding. With strong project management skills, they can juggle multiple deadlines while maintaining a high level of quality and attention to detail.

This position is an excellent fit for someone who enjoys combining creativity with strategy, has a passion for impactful communication, and is motivated by the opportunity to support and engage member agencies through clear, professional, and innovative messaging.

The Communication Specialist II position will be located in Roseville, CA, in a LEEDS (Leadership in Energy and Environmental Design) certified building and may be eligible for remote work up to two days per week. This is a full-time, non-exempt position with hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. Flexible work hours might be available.

Key Responsibilities include but are not limited to the following:

- Creates, organizes, and coordinates communications from JPIA departments to members, including managing annual editorial calendar and communication campaigns with email marketing software (i.e. Mailchimp).
- Develops, coordinates, and produces multimedia content, including videos, audio editing, and interactive materials.
- Researches, writes, proofs, edits, and formats written copy for email communications, articles, newsletters, printed materials, scripts, and presentations using design software and multimedia tools (i.e. Canva, Adobe Creative Cloud, Microsoft tools).
- Collaborates with JPIA employees and management to draft, edit, and build campaigns regarding risk management, liability, workers comp' property, finance, and board-related topics, and promotion of member events (i.e. Membership Summit, training events, HR Group meetings).
- Coordinates and implements podcast episode production for JPIA Five, including scheduling guest interviews, managing recording logistics, overseeing post-production workflow (using vendor, i.e. Resonate), and ensuring timely publication of episodes.
- Creates and publishes professional content for online presence and social media (JPIA webpage, Twitter, LinkedIn, Facebook, etc.).
- Provides consultation on communication with management and staff.
- Assists JPIA staff in creating and/or editing presentations for Membership Summit and other presentations, as needed, using Microsoft PowerPoint.
- Develops letterhead, brochures, newsletter, and presentation templates, maintains, and trains other employees regarding use of JPIA style guide and branding guidelines.
- Coordinates with printers and vendors on design projects, including cost estimates, quality control, and production timelines.
- Develops and maintains multimedia content libraries and maintains digital asset management subscriptions for use by JPIA staff.
- Monitor JPIA Communications email in-box.
- Maintains and updates SharePoint communications resources as site steward.
- Performs graphic design and layout work.
- Performs background research related to public information functions.
- Collaborates with Training Specialist for training materials design.

- Supports Member Education Manager and teammates with implementation of communications strategies and provides feedback on effectiveness.
- Establish and maintain cooperative working relationships with co-workers, member agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Preferred Qualifications include:

Knowledge of:

- Principles, practices, and techniques of communications and content creation.
- Professional promotional material development using design software.
- Social media and other communications media sources and resources with focus on professional platforms and industry publications.
- Methods and techniques of writing and editing for diverse audiences including technical and educational content for publications and multimedia.
- Professional photography and videography techniques and equipment.
- Microsoft Office suite (PowerPoint, Word, Clipchamp), Canva, and Adobe Creative Suite (i.e. InDesign, Photoshop, Illustrator, Premiere Pro) for creation of materials and presentations.
- Principles of layout and graphic design, including computer publishing software and web design.
- Video production, audio editing, and multimedia content creation.
- Content management systems and digital communications platforms.
- Email marketing platforms and analytics tools.
- Basic HTML, web design principles, and digital publishing (i.e. WordPress).

Ability to:

- Plan, organize, coordinate, and develop outreach programs based on strategic direction.
- Manage editorial calendars and coordinate content across multiple platforms and team members.
- Write clear and concise bulletins, feature stories, articles, and materials for distribution to members using professional journalism and communications standards.
- Utilize writing skills to effectively present programs and resources to members.
- Create compelling multimedia content that engages diverse audiences and supports learning objectives.
- Design and develop marketing materials and document templates.
- Communicate ideas and information written and verbally so that others understand.
- Perform graphic layout and design work.
- Manage multiple design projects simultaneously while maintaining quality and meeting deadlines.
- Use computer systems and software packages, scanners, printers, digital cameras and video related to outreach functions.
- Collaborate effectively with team members and provide technical expertise and guidance.
- Travel throughout California to attend JPIA events 3-4 times per year, as needed

Education and Experience Requirements

Minimum Qualifications

- Four-year degree in communication, organizational communication, electronic communication, digital communication, journalism or similar. Plus, two years of increasing responsibility in an outreach or communications position with heavy experience in writing articles and newsletters, drafting presentations, video creation, graphic design, and social media coordination.

OR:

- Five plus years of increasing responsibility in the aforementioned areas.

Professional certifications in communications, graphic design, or multimedia production is desirable.



About ACWA JPIA

Mission Statement: The ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.

The ACWA JPIA (JPIA) is a public entity formed in 1979 by the water agencies of the state of California. Like its members, the JPIA is a special district in the state of California. Its formation and operation are subject to the provisions of the California Government Code, including the Brown Act. It provides risk-sharing pools to meet the needs of its members for property, liability, workers' compensation, and employee benefits coverage.

For over forty years, the JPIA has been a partnership of water agencies working together to share the risks associated with purveying water. The risk-sharing pools of the JPIA are a cost-effective form of risk management available only to public entities, allowing them to bypass the high cost of commercial insurance. The coverages provided by this risk-sharing arrangement are unique to water agencies; the water agencies themselves--their directors and managers--have selected and refined these coverages. Not all water agencies are accepted into the JPIA. Prospective members must demonstrate a commitment to effective risk management programs.



Becoming a member is just the beginning. Besides handling covered claims for all members, the JPIA provides risk management services and training programs. Risk Control Advisors, who are specialists in the water industry, not generalists, perform on-site visits. Certified treatment plant operators and distribution system operators are on staff.

The risk management services include assistance with Injury and Illness Prevention Programs, ergonomic evaluations, Cal/OSHA regulatory compliance, confined space entry evaluations, noise surveys, and hazard communication programs. In addition, members receive assistance with their personnel policies and procedures as well as help in developing job descriptions and employee handbooks.

The JPIA is the premier provider of secure, stable and highly cost-effective alternatives for protecting the assets, liabilities and employees of public water agencies. We employ 56 staff and, in the past 10 years, have had minimal turnover because we operate in alignment with our values of ***people, service, integrity, and innovation***.

ACWA JPIA is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our team members invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We value and encourage our team members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual identity, socio-economic status, veteran status, and other characteristics that make our team members unique.

Visit our website at acwajpia.com and get to know us.

Located in Roseville, CA, the JPIA headquarters resides in a modern, LEED certified building. Roseville is located 30 miles east of Sacramento and part of the Placer Valley. Situated at the base of the Sierra Nevada Mountains, Roseville boasts affordable living, exceptional schools, extensive parks and outdoor activities and only a 90-minute drive to Tahoe or San Francisco areas.



Compensation and Benefits

JPIA offers an attractive compensation and benefits package. The salary range for the position is **\$88,629 - \$132,940**. To determine approximate total compensation, add an additional 38% to the salary. This more accurately represents the total benefits received as an employee.

Benefits of Employment at JPIA

- Working with one of the most respected JPA's in the state
- Supporting an industry critical to California's future – water
- Being part of an organization where 97% of staff agreed that they know how their individual job contributes to the success of the organization
- Staff with engagement levels far exceeding most public entities
- Employee committees and activity groups focused on staff wellness, social activities and team building events (hiking, golf, disc golf groups also)
- Possible annual merit increases, dependent upon performance
- Remote work options
- Qualified employer under the Public Service Loan Forgiveness program for student loan debt
- Medical: Choice of Kaiser (HMO or Consumer Driven Health Plan) or Anthem (HMO, PPO, or Consumer Driven Health Plan) paid **100% for employee and dependents**
- Health Savings Account offered for Kaiser and Anthem CDHPs with up to \$3000 contributed annually by JPIA.
- Dental: Choice of either Delta Dental (PPO) or Delta Care (HMO) paid **100% for employee and dependents**
- Vision is provided through VSP paid **100% for employee and dependents**
- Life Insurance: Group term life insurance paid **100% for employee**; additional options to purchase more
- Short-term and Long-term disability insurance paid **100% for employee**.
- Robust Employee Assistance Program for you and your dependents to help when life doesn't go as planned
- Mental Wellness benefits for you and your dependents which includes access to coaching, therapy, meditations, and more
- Fertility and family planning coverage (Anthem)



Staff participating in our "Walk for Wellness" event at Maidu Park

Your Peace of Mind

- Paid time away: New hires enjoy 36 days of paid time off in the first year (12 accrued days of vacation, 12 accrued days of sick leave - one per month - with unlimited accrual, and 12 paid holidays each year)
- Support the community with 8 hours per year of paid volunteer time
- Generous pension plans with the CalPERS retirement system
- Voluntary 457(b) compensation plans to allow additional income for retirement
- Educational assistance program from day one to encourage personal and professional growth



Staff volunteering at the Placer Food Bank

Application Procedure

Complete employment application located on JPIA's website, www.acwajpia.com. Click **Connect/Employment Opportunities/Job Openings**. Submit JPIA application, along with cover letter and resume to hr@acwajpia.com by **October 19, 2025**. This recruitment can end at any time without prior notice.

JPIA is an equal opportunity employer and is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Diverse candidates are strongly encouraged to apply.

Interview Process

Only candidates chosen for an interview will be personally contacted. Those chosen will participate in a screening interview by phone and then, if passed, will be required to complete basic, job-related testing and sit for a panel interview, both in-person. Those will be held on **Monday, November 3, 2025**. Second interviews may be held if needed. Any offer of employment will be contingent upon the candidate completing a background and reference check, and a pre-employment physical. No walk-ins please. EOE employer.

Thank you for your interest in joining ACWA JPIA

This position fact sheet is intended to provide general information and assist qualified individuals in determining interest in applying for this position. The information is not all-inclusive.