

Communications & Outreach Manager Job Posting

The Barton Springs-Edwards Aquifer Conservation District (District) is tasked by the Texas Legislature to conserve, preserve, and protect groundwater resources for the community. The District serves approximately 100,000 residents across 430 square miles in Travis, Hays, and Caldwell counties. The District is responsible for conducting ongoing aquifer science and research, regulating groundwater usage, and educating well owners, permit holders, and the general public. Learn more at www.bseacd.org.

Position Summary

The Communications & Outreach Manager leads the District's external communications and community engagement efforts. This role is responsible for developing and executing a strategic communications plan, strengthening public understanding of the District's work, and fostering relationships with stakeholders and the broader community.

Key responsibilities include overseeing digital and print content, media relations, and outreach initiatives and translating complex technical and regulatory information into approachable formats for the District's various audiences. This position reports to the General Manager.

Essential Functions

- Develop and execute a comprehensive strategic communications plan aligned with District priorities, including defined performance metrics and reporting on outcomes.
- Partner with technical and administrative staff to identify and deliver outreach and communications support.
- Cultivate and maintain relationships with local and state media, coordinating interviews and securing meaningful coverage through articles and broadcast features.
- Produce and manage high-quality content across platforms including newsletters, social media channels, websites, and educational materials.
- Lead organizational messaging and visual storytelling efforts to enhance public understanding and engagement.
- Build and sustain relationships with key stakeholders, including well owners, landowners, permittees, Board members, partner agencies, and the general public.
- Plan and support community outreach events, such as tabling, youth programming, and workshops.
- Monitor discussions, posts, comments, and messages across all social media platforms and website.
- Assist in coordinating regional education initiatives such as the *Groundwater to the Gulf*.
- Collaborate with external vendors and contractors on communications-related projects.

Minimum Qualifications

- Bachelor's degree in communications, education, earth science, environmental science, geography, or a related field.
- Minimum of two (2) years of experience in communications, outreach, or educational programming.
- Demonstrated ability to translate complex or technical information into clear, accessible messaging for diverse audiences.



- Excellent written and verbal communication skills, with strong organization, research, and public speaking abilities.
- Proven ability to think strategically, manage multiple priorities, and meet deadlines in a fast-paced environment.
- Ability to work both independently and collaboratively across District teams.
- Experience managing projects and coordinating effectively with external partners, vendors, and stakeholders to achieve timely and successful outcomes.

Preferred Qualifications

- Experience working in a local or state government agency or environmental organization.
- Three (3) or more years of experience managing communications, outreach, and/or environmental education programming.
- Proficiency with website content management systems (e.g., WordPress) and design tools such as Adobe Creative Suite, Canva, and/or video editing software.
- Experience with photography and video production for digital and print communications.
- Demonstrated commitment to the mission and values of the District.

Hours

This is a 40-hour a week, exempt, full-time position. Hybrid work (three days in-office and two days remote) is available after six months of employment. Candidates must be based in Austin metro area and able to commute to the District's office in Manchaca, Texas.

Salary Range

\$65,000 - \$75,000

Benefits

Health Insurance: The District pays 100% of Employee Only Coverage for:

- ✓ Medical
- ✓ Dental
- ✓ Vision

Retirement Benefit: Auto-eligibility is after 1 year of employment.

Paid Time Off: The District provides paid holidays, vacation time, sick leave, and personal time.

Physical Requirements

This role may require working outdoors in varying weather conditions and lifting equipment or supplies in excess of 40 lbs. A valid Texas driver's license.

How to Apply

Please email your application (including a cover letter, resume, and three references) to Shay Hlavaty at shlavaty@bseacd.org with the title "Communications & Outreach Manager Role". The deadline for applications is 8:00am on Tuesday, May 26.

***DISCLAIMER:** This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all responsibilities. The District may assign additional duties as needed. Reasonable accommodations will be made as required by local, state, or federal laws if they do not cause undue hardship on the District.*