

# California Municipal Utilities Association

915 L Street, Suite 1460 • Sacramento CA 95814 • 916/326-5800 • 916/-326-5810 fax • [www.cmua.org](http://www.cmua.org)

The California Municipal Utilities Association is seeking to hire a full-time **Administrative and Communications Support person**. Administrative Support responsibilities include: front-desk reception; phone answering; word and excel document preparation; scheduling and organizing meetings; office organization and administration. Communications Support responsibilities include: composition, design, formatting, and sending of association communications (primarily email, but also hard copy), including Legislative and Regulatory Updates to members, notice of meetings, conferences, conference calls; development and maintenance of communications list-serves, emails, mailing lists; assist in the design and invitation of informational conferences, panels, and meetings; posting of information to CMUA website.

Minimum 3 years work experience on Administrative and Communications Support. Additional experience with website design, construction, and implementation is a plus. Additional experience with California legislative or regulatory agencies is a plus, as is knowledge and background with electricity and/or water issues. Salary commensurate with experience; full benefits provided.

Please send resume with cover letter, minimum salary requirements and salary history, and references to [hr@cmua.org](mailto:hr@cmua.org). Additional writing samples, association management, member communication, and work examples are welcome. Decision expected in late April. No phone inquiries please; for additional information go to [www.cmua.org](http://www.cmua.org).