

# Job Announcement

## Water Sustainability Communications Associate

### Opportunity

Environmental Incentives (EI) is hiring a Communications Associate to join our Water Sustainability team in Encinitas, California. This is a great opportunity for a mission-driven individual who is excited to contribute to innovative programs that improve water supply sustainability and water quality across California. The successful candidate will use their skills in communications and visual storytelling to help our team and clients increase program impact and inspire further action.

- Are you creatively inclined and eager to transform complex environmental concepts into compelling visuals and communications that inspire engagement and action?
- Are you solution-oriented and motivated to help water agencies, community members, and partners understand and participate in programs that advance California's climate resilience?
- Do you want to work with an innovative and collaborative team achieving measurable environmental impact in San Diego, Orange County, and throughout California?

### Purpose and Need

In the role of Water Sustainability Communications Associate, you will support project implementation teams in delivering innovative programs that improve water supply sustainability and water quality across California. This position combines project coordination responsibilities with a specialization in communications and graphic design to help translate complex water sustainability concepts into accessible, engaging materials for diverse audiences.

Approximately half of your time will support client-facing work, including private property incentive programs that promote water quality and water efficiency statewide. In this capacity, you will contribute to the development of high-quality client deliverables, outreach materials, presentations, and program communications that engage stakeholders, encourage participation, and demonstrate impact. You will also assist teams in keeping projects and products on track through coordination support, deliverable management, and internal process organization.

The remaining portion of your time will focus on advancing Environmental Incentives' external profile and impact through marketing and public engagement support. You will develop visual assets, enhance brand consistency, and contribute to materials that communicate EI's purpose, expertise, and results to clients, partners, and the broader water sustainability community.

This position is the first step on EI's professional track and provides an opportunity for a creative and productive early-career professional to build skills in project delivery, client service, environmental communications, and program coordination. The successful candidate will demonstrate an aptitude for visual and written communication, a sound understanding of current issues in environmental sustainability, and the ability to independently execute assigned tasks with high quality and exceptional

service while leveraging guidance from senior staff effectively. This position reports to the Director of EI's Water Sustainability practice.

**This position is based in EI's Encinitas, California office.**

## About Environmental Incentives

At Environmental Incentives, [our purpose](#) is to create the conditions for human and natural communities to thrive. We do this by helping our clients improve the performance of conservation and development programs. Our clients trust us to design and support implementation of innovative programs that (1) use evidence to develop pragmatic strategies within complex systems, (2) center local stakeholder experiences and facilitate collective action, and (3) produce results that support learning about what works.

Environmental Incentives is an Employee-Owned Public Benefit Corporation and a certified B Corporation.

## Responsibilities

- Develop visual materials—including icons, diagrams, charts, infographics, and illustrations—that translate complex water sustainability concepts into clear, accessible content for diverse audiences across print, web, presentation, and social media platforms.
- Contribute to drafting and refining high-quality client deliverables, including reports, presentations, toolkits, outreach materials, website content, and public-facing resources, ensuring visual excellence and alignment with EI and client branding.
- Provide formatting, editing, and quality control for documents and presentations to ensure clarity, consistency, visual coherence, and brand alignment.
- Develop communications and marketing materials (including blogs, qualifications statements, social media posts, and presentations) that raise EI's external profile and effectively communicate our expertise and impact to clients, partners, and the broader water sustainability community.
- Support the implementation and consistent application of EI's brand standards across internal and external materials, with opportunity to contribute to ongoing brand refinement efforts.
- Participate in planning and supporting client meetings, workshops, webinars, and outreach events, including development of presentation materials and follow-up documentation.
- Assist project teams in maintaining deliverable trackers, schedules, and workflows to help ensure projects and communications products remain organized, on time, and high quality.

## Qualifications

### *Minimum Qualifications*

- Bachelor's degree and three years of relevant experience or a Master's degree and one year of relevant experience. Relevant fields may include communications, graphic design, environmental studies, marketing, sustainability, public policy, or related disciplines.
- Demonstrated experience developing visual communications materials such as reports, presentations, infographics, diagrams, social media graphics, webpages, or other print and digital collateral.

- Demonstrated experience developing written content for non-technical audiences, including blogs, proposals for new and prospective clients, and reports.
- Strong proficiency in design and layout tools, including the Adobe Creative Suite (including Illustrator, InDesign and Express) and Canva.
- Experience providing communications, administrative, or coordination support to project teams, clients, or external stakeholders.
- Experience supporting marketing initiatives, website updates, social media communications, or impact storytelling efforts.

#### *Preferred Qualifications*

- Experience supporting public- or client-facing environmental, sustainability, water, or natural resource programs.
- Experience translating complex or technical subject matter into accessible content for diverse audiences, including data visualizations and infographics.
- Demonstrated experience supporting multiple projects simultaneously, managing tasks and deadlines in a fast-paced, team-based environment.
- Experience contributing to development of funding proposals, including narrative creation, layout design, and visual enhancement of submission materials.
- Experience implementing or supporting brand standards across organizational materials.
- Experience working with diverse communities and demonstrating cross-cultural competence.

#### *Knowledge, Skills, and Abilities*

- Ability to multitask and plan to meet deadlines and adapt to changing priorities.
- Strong visual design sensibility, including attention to layout, typography, hierarchy, and brand consistency across multiple formats.
- Strong copy-editing and proofreading skills, with attention to clarity, tone, and audience.
- Ability to collaborate with, listen to, respect, and celebrate the contributions of others, including others of different cultural backgrounds.
- Highly organized with excellent verbal and written communication skills.
- Advanced proficiency in Microsoft Office Suite (particularly Word, Teams, PowerPoint, and Excel) and Google Workspace (Drive, Docs, and Sheets).
- Willingness to support occasional time-sensitive tasks or events outside of standard office hours
- Ability to occasionally travel to off-site meetings or client engagements in the San Diego area.

#### *Additional Requirements*

- Legally authorized to work in the United States with no restrictions.
- Criminal background check required.

#### **BASE STATION**

This position will be based in EI's office in Encinitas, California. Environmental Incentives' hybrid work model requires employees to work in the office at least two days per week (currently Wednesday and Thursday).

## COMPENSATION AND BENEFITS

The starting salary range for this position is \$70,000-\$80,000

Environmental Incentives also offers a competitive benefits package that includes:

- 100% employer-funded medical, dental, long-term and short-term disability, and life insurance for employees, and the option to enroll in supplemental life insurance.
- Highly competitive 401k contributions that start on day one of your employment.
- As an employee-owned company, EI also offers an Employee Stock Ownership Plan (ESOP) — giving you a direct stake in our shared success and the opportunity to share in the value we create.
- Generous vacation, holiday, and sick time. You'll also get paid time off opportunities each year to vote and volunteer at a charity of your choice!

### How to Apply

Please submit a CV, a short cover letter demonstrating your interest in the position, and 1-2 relevant examples of design work to [careers@enviroincentives.com](mailto:careers@enviroincentives.com) with “Water Sustainability Communications Associate” in the subject line.

**Please submit your application immediately!** We will review CVs on a rolling basis and contact qualified candidates for additional information.

### Environmental Incentives is an Equal Opportunity Employer

We are committed to developing an inclusive work environment for all employees, where diversity of thought, style, culture, and skill is valued in support of individual performance and potential, as well as our business goals and purpose. We prohibit and stand against discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or and other characteristic protected by federal, state or local laws. EI participates in E-Verify.

#### *Reasonable Accommodation*

Applicants with disabilities may contact Environmental Incentives coordinators via telephone, e-mail, and other means to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact Human Resources at [hr@enviroincentives.com](mailto:hr@enviroincentives.com)