



Supporting strategic advocacy and political campaigns that foster healthy communities and a resilient planet.

Available Position:

PROJECT MANAGER & ONLINE CONTENT MANAGER

Public Relations firm is looking for a
Project Manager and Online Content Support team member (Sacramento, CA)

four waters media, inc. is a Public Relations firm looking for full-time employees to join our team. Our clients include political candidates and campaigns, as well a state and local non-profits. We provide strategic message development, online management and support, printed materials, public outreach, and more.

We are well-respected for exceeding expectations. We're a great place to build a strong foundation and feel good about your work. You may be challenged to learn new things or "do the impossible"... but you will never be bored. There is room for advancement.

Our environment is fast-paced and collaborative with tight timelines. Team members should share our core ethics: be willing to go the extra distance to find a solution, be self-starters; understand our commitment to getting the job done well, and on time. We are dedicated to high standards and finding the most effective and efficient way to meet client needs. We encourage and support continuing education, and stretching yourself to learn new things.

JOB DESCRIPTION (THIS IS A 2-PART JOB):

1. **Production Manager:** this position ensures that: incoming jobs are assigned to the correct team member, each job has the necessary components, jobs meet timelines and benchmarks, and that the entire team is kept current on timelines and challenges. This role is responsible to communicate any job edits or changes to appropriate team members, often works directly with clients, and ensures that we meet all deadlines.
2. **Online Content Manager:** this position: helps to keep online content current, responsive, and accurate. This position works closely with the President to assure that all content reflects the ethic, intention, and timeline of each campaign.
(Note: this role will require training.)

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West Sacramento, CA



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SKILLS/TEMPERAMENT:

There is support, training, and a team environment. However, each role is critical and ultimately every team member is responsible for meeting the expectations of the position.

Team members should:

- possess a strong sense of personal accountability that ensures that tasks are completed on time and remain on track, and that updates/information are adequately communicated
- be quick on their toes, organized, and deadline-driven
- be self-motivated and willing to ask for help when needed
- retain their grace, especially under pressure
- have the ability to adapt and prioritize, problem-solve, think outside of the box and down the line, in order to anticipate challenges
- work well in a team setting/possess a willingness to learn and be open to feedback

EXPERIENCE:

- Project management experience
- Mac-based environment/Microsoft products used
- Database experience/comfortable learning new systems
- Strong proofreading/English skills preferred
- Proficient with basic mathematical formulas/capacity to do accurate estimates
- Vendor collaboration skills

Please submit your resume, using this link:

<https://forms.monday.com/forms/5668605eea0123e4495f8a42e98e27ed?r=use1>

Resumes should include work experience, as well as your favorite hobby and why you believe you'd be a good fit with our team. We look forward to hearing from you!

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