



CAREER OPPORTUNITY: PUBLIC RELATIONS EXECUTIVE LIAISON

Salary Range: \$71,723 | \$109,372

APPLICATION SUBMISSION DEADLINE: April 18, 2025 or until filled
THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF Public Relations Executive Liaison FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER** (including desired Salary)
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods;

- **BY EMAIL** (attach all documents in a single combined PDF format in order as 1-4 above):

HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)
HR-Public Relations Executive Liaison

OR.....

- **BY US. POSTAL SERVICE:**

THE PORT OF HUENEME
Public Relations Executive Liaison
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041





Public Relations Executive Liaison

Representative I Level Position
Effective Date: March 2025



POSITION TITLE:	Public Relations Executive Liaison
DEPARTMENT:	Administration Commercial
SALARY MIN MAX	\$71,723 \$109,372
POSITION DESCRIPTION	

MISSION

The mission of this role is to support the elected Board of Harbor Commissioners and the CEO & Port Director.

GENERAL PURPOSE

Under the general direction of the Public Information Officer, the Public Relations Executive Liaison will provide comprehensive public relations and organizational support to the Board of Harbor Commissioners and the CEO & Port Director. The role involves assisting with meeting coordination, record-keeping, communication between the board members, and ensuring that board activities are well-organized and aligned with Port and Governing policies. The ideal candidate will have strong communication, organizational, and multitasking skills. This role accompanies the Board of Harbor Commissioners at meetings, conferences and trade missions.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

GENERAL JOB DESCRIPTION

- Establishing and maintaining efficient communication protocols for the Harbor Commissioners, CEO & Port Director, and PIO ensuring that relevant information is provided in a timely manner.
- Support and help coordinate the needs of the Harbor Commissioners, CEO & Port Director, and PIO including scheduling, providing meeting logistics, preparing background packages, and drafting reports.
- Attend and support Harbor Commissioners, CEO & Port Director, PIO at meetings, events and conferences.
- Prepare resolutions and certificates for presentation by Harbor Commissioners.
- Support the media (print, video and social media) functions of the Public Relations Department.
- Track, order, and distribute Port promotional inventory.
- Other Tasks includes drafting press releases, speeches, and speaking points
- Assemble and distribute promotional materials to support Port events and programs attended by the Port.

- Performing other assigned duties as needed to support the board and the District's business.

TRAVEL

- The position requires travel on weekdays or weekends for board meetings, district events, external engagements, and conferences.
- Travel will include overnight stays, sometimes requiring flexibility to accommodate varying time zones, meeting schedules, or urgent matters.

QUALIFICATIONS

Abilities:

- Familiarity with the roles and responsibilities of board members, including compliance with legal and ethical obligations.
- Ability to exercise broad independent judgment and act to resolve technical and administrative conflicts that may arise.
- Demonstrate leadership skills that include maturity, vision, and an ability to articulate the organization's vision and mission to others.
- Understand, interpret, explain and apply Port policy.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Exercise sound, expert professional judgment and seasoned political acumen within broad general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with CEO & Port Director, PIO & Harbor Commissioners, other elected and appointed governmental officials, industry and business executives, executive management, city departments, professional and community groups, consultants, employees and the public.

MINIMUM REQUIREMENTS

Education, Training and Experience:

High school diploma or equivalent required; an Associates or Bachelor's degree in business Administration, Communications, Political Science, International Relations or related fields preferred.

At least 5 years of experience in an administrative or executive support role.

Licenses; Certificates; Special Requirements:

- Possession of a valid California driver's license and the ability to drive District vehicles.
- Must be able to obtain a Transportation worker Identification Credential (TWIC).