



Title: Bilingual Communications Specialist/Graphics Support (Entry Level)

Firm: Cox|McLain Environmental Consulting, Inc. (CMEC) (www.coxmclain.com)

Location: Houston preferred

Job Description: CMEC is seeking a Spanish-speaking, organized, resourceful, and detail-oriented **Bilingual Communications Specialist/Graphics Support (Entry Level)** to join our team. Duties will include planning and implementing public involvement events for CMEC clients statewide, primarily relating to transportation projects. The candidate will provide Spanish translations for public involvement materials, prepare graphics to create public-friendly exhibits/materials in English and Spanish, coordinate logistics, prepare notices, compile mailing lists, coordinate with newspapers for advertising, prepare summary reports, respond to comments and questions from the public, and coordinate with stakeholders. Compensation will include a competitive salary, bonus incentive program, and benefits package (health insurance, vacation, profit sharing, etc.).

Qualifications: Essential Qualifications:

Candidates should have a background in the communications, marketing, or graphics field. Successful candidates must be able to work in a fast-paced environment with the ability to handle several simultaneous assignments. We are seeking a professional with strong writing and interpersonal communication skills who can effectively communicate with our team, our clients, and the public. Responsibilities may occasionally require working at evening events after normal business hours. This position is ideal for an ambitious professional who is seeking career growth and the challenge of growing with a dynamic company.

Experience Required:

- Bilingual (English/Spanish) required – verbal and written.
- Experience with graphic design software (Adobe Illustrator, Power Point, etc.) required.
- 1+ year of experience in communications, public involvement, graphic design, community outreach, marketing or related field.
- Voice-over/narration experience a plus.
- Adobe Premiere Pro/Video Editing experience a plus.
- Position requires the flexibility to travel within Texas and Oklahoma; occasional evening hours.
- Excellent writing/communication skills.
- Attention to detail.
- Commitment to quality and professionalism.

Education Required:

- Undergraduate degree plus at least 1 year of relevant experience

If you are interested in a challenging and rewarding opportunity with a growing firm, please e-mail (PDF or WORD) a cover letter, resume, and contact information for three references to jobs@coxmcclain.com. CMEC is an Equal Opportunity Employer. Specify **Bilingual Communications Specialist/Graphics Support (Entry Level)** in the Subject Line.