

COMMUNICATIONS SPECIALIST

SUMMARY OF POSITION:

Responsible for developing and maintaining an effective education and information program with members and the general public to promote the goals and objectives of the cooperative, including designing, writing and printing publications.

ROLE AND RESPONSIBILITIES:

- Design, write and/or oversee the printing of cooperative publications. This includes, but is not limited to, the local pages, Texas Coop Power magazine; employee newsletter, annual report to members and new member information packet. Ensures informational materials are current and correct.
- Design, write and/or oversee the printing of other materials including folders, inserts, manuals, marketing materials, forms, bill stuffers, letters, signs, posters, invitations, etc.
- Assist with the design, development and maintenance of all websites and social media accounts.
- Prepare and distribute new releases to local media, TEC and NRECA.
- Prepare and distribute ads for various publications including newspapers, magazines, Yellow Pages, directories and other publications.
- Serve as corporate media contact.
- Order signage and display materials.
- Maintain inventory of promotional items.
- Assist with videotaping and photography needs.
- Assist with special programs such as annual meeting, seminars, school programs, etc.
- Demonstrate general knowledge of JEC operations, policies, products and services.
- Thoroughly understand the work to be done and understand and adhere to the safety rules stated in the TEC Safety Manual.
- Assist with annual budget development.
- Attend chamber of other civic club, events and assist in committees as needed.
- Maintain professional memberships in work related associations.
- Responsible for implementation and oversight of Touchstone Energy Program for membership.

QUALIFICATIONS:

- Communications degree or equivalent experience and training in communication skills, including desktop publishing, layout/design, editing, proofreading, writing and photography.

- Must have a thorough working knowledge of general office practices, record keeping and computers. Knowledge of rural electrification and cooperative programs (rates, billing and collection policies and other policies affecting members) beneficial.
- Should have considerable skill in effectively dealing with a variety of people under difficult circumstances. Should be able to communicate information over the phone.
- Must have ability to express oneself orally, in writing and work well with others. Must be able to compose correspondence and use basic information and data in developing reports. Must have familiarity with other basic management practices.

WORKING CONDITIONS:

- Inside position with the usual office conditions. Working hours coordinate with hours of operations; hours may fluctuate due to unusually high volume at times and early morning/late evenings may be required depending on work load.

PHYSICAL REQUIREMENTS:

- Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently.
- Light lifting of generally 10 pounds or less
- Job requires sitting most of the time
- Requires repetitive motions with hands and fingers such as dialing and typing.
- Primarily inside work at a desk