



JOB OPENING

RAPPAHANNOCK ELECTRIC COOPERATIVE

COMMUNICATIONS SPECIALIST

FREDERICKSBURG

Job Posting #: **40FB06102019**

Grade: 11

Job Classification: Exempt

EDUCATION:

Four-year college degree or equivalent experience with emphasis in English, journalism, mass communications or public relations is required.

EXPERIENCE:

Must have at least three (3) years of progressive experience in written and oral communications. Experience needed in dealing with electronic and print media and developing and implementing public relations, communications and advertising plans. Photography, videography and desktop publishing experience is preferred.

JOB KNOWLEDGE:

Must have specific knowledge of public relations concepts and communications methods in addition to knowledge of the Cooperative's philosophy and objectives. Must keep up with current issues facing electric cooperatives and their impact on the cooperative, its members and its communities. Must maintain working knowledge of trends and developments in area of responsibility including media relations, magazine and special publication production, public opinion research, print and broadcast advertising. Knowledge of utility operations preferred but not required. Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

ABILITIES AND SKILLS:

The ability to communicate persuasively, both orally and in writing, with managers, staff, and the public is vital. Must also be able to write creatively as well as communicate technical information in a form that is easily understood by others. Creativity, initiative, good judgment, logic, self-motivation, perseverance and the ability to express thoughts clearly and simply are essential. Must be skilled in meeting with and speaking to people, individually and in groups. Must be able to concentrate during stressful situations while maintaining production deadlines. Must be able to review, organize and disseminate information in a timely manner. Experience using desktop publishing is helpful. Basic photography skills are desirable. Familiarity with printing terminology and processes is desired. Decision making, problem solving and research skills are also important. Must have the ability to use Microsoft Office software to create documents, reports, and presentations. Must begin process for becoming a Certified Cooperative Communicator within two years after accepting Communication Specialist position. Perform other duties as assigned.

WORKING CONDITIONS:

Much of the work will be performed at the administrative office in Fredericksburg. Requires working both inside and outside of the office. May require irregular working hours, especially if there is an emergency or crisis. Some out of town and out of state travel is required. Schedule is subject to change without notice.

HOW TO APPLY:

RESUMES MAY BE FAXED TO 540-891-5990 or E-MAILED TO rech@myrec.coop BY 5:00 P.M. EST, JUNE 28, 2019. INCLUDE JOB POSTING #40FB06102019 IN SUBJECT LINE