



JOB OPENING

RAPPAHANNOCK ELECTRIC COOPERATIVE
FREDERICKSBURG, VIRGINIA

GRAPHICS PRODUCTION SPECIALIST

Job Posting #: 49FB09032019

Job Grade: 11

Job Classification: Exempt

EDUCATION:

Four-year college degree or equivalent with emphasis in graphic design, communications, or public relations required. Associates degree in Graphic Arts, Communications, Journalism or related field with three (3) to five (5) years directly related experience may be substituted.

EXPERIENCE:

Must have at least three (3) to five (5) years of demonstrated experience in Desktop Publishing and experience in publication, print, and online production. Experience should include proficient use and understanding of the MacIntosh computer, a comprehensive background in its software/equipment usage, a working knowledge of graphic design application, and preparing files and images for use across multiple communication channels.

JOB KNOWLEDGE:

Develop, design, produce and prepare graphics and copy layout materials for presentation in corporate, technical and promotional communication materials. Must have a thorough working knowledge of generally accepted business practices associated with extending courteous and efficient service to the general public. A comprehensive understanding of printing/production standards, techniques, terminology and publication costs is necessary. Familiarity with advertising design and terminology is desirable. General writing, grammar and photography skills are necessary. A general understanding of rural electrification and Cooperative principles is preferred. 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:

Must be able to develop and design graphics and copy layout for corporate, technical and promotional communication materials, presentations and special projects. Must be able to exercise sound business judgment, operate independently, and organize and perform multiple tasks. Must be able to evaluate and recommend changing needs of Desktop Publishing equipment and software. Must be able to communicate effectively with consumers, employees and business contacts. Must be able to negotiate and manage contracts. Must have the ability to use Microsoft Office software to create documents, reports, and presentations.

WORKING CONDITIONS:

Most of the work will be performed at the office in Fredericksburg. Advertising/ printing contacts may require some local travel. Occasional travel for community events, seminars and training will be required with the possibility of overnight travel.

HOW TO APPLY:

RESUMES MAY BE FAXED TO 540-891-5990 or E-MAILED TO rech@myrec.coop BY 5:00PM ON SEPTEMBER 27, 2019 EST. INCLUDE JOB POSTING # 49FB09032019 IN THE SUBJECT LINE.