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Quincy, Florida 32353-1679
Quincy: (850) 627-7651



1640 West Jefferson Street
Quincy, Florida
32351-5679

COMMUNICATIONS & OUTREACH SPECIALIST

Talquin Electric Cooperative, Inc. is seeking qualified candidates for the position of Communications & Outreach Specialist. Must have high school diploma or its equivalent. A Bachelor of Science or Bachelor of Arts degree in business, communications, marketing or related field is preferred. At least three years of experience in public relations, writing, communications, marketing, media, or related field is strongly preferred, along with demonstrated excellent interpersonal skills and proven ability to analyze, interpret, and communicate complex technical information. Creative writing and public speaking skills are required. Individual should be comfortable in presenting data to internal and external stakeholders in a clear and concise manner. Ability to prepare PowerPoint, Excel, Adobe, and Word documents for presentations is needed. Proven experience supporting social media campaigns along with monitoring and editing content is highly desired. Video, photography, basic design and/or other media experience is a plus. Must be able to work with others as part of a team and work independently. Set priorities and schedule work and presentations to meet deadlines. Ability to manage workflow in an organized manner. After hours work as needed.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen, and background check. Requires a valid driver's license. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility. The primary work location for this position will be a Talquin office as assigned by management. Daily travel will be required, and some overnight travel is to be expected. Individual must be available for on call schedule and to work extended hours during emergency restoration periods. Applicants selected to interview will be required to demonstrate creative writing and presentation skills.

PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment including tablets, computers, etc. Must be able to work seated or standing, as appropriate, for extended periods of time. Must be able to lift and move supplies, equipment, etc. up to 15 pounds. Must be able to lift supplies, documents, records, etc. and place in proper storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Develop content and write articles for Talquin's monthly newsletter, The Current. Assist with proofing and editing.

- C. Work with schools in Talquin' s four county service territory to promote Youth Tour/Education/Cooperative Principles Program.
- D. Create content and communications campaigns while working in a fast-paced environment under tight deadlines.
- E. Research new technologies to enhance the company's storytelling and brand and increase Member satisfaction.
- F. Draft press releases and update social media.
- G. Monitor social media platforms.
- H. Participate and attend Community/Civic Meetings.
- I. Design posters, t-shirts, or handouts for current communication strategies or events.
- J. Assist with emergency response exercises. Planning, setup, execution and filming.
- K. Photograph Talquin events and record meetings as needed.
- L. Assist with the execution of Member survey.
- M. Assist with Annual Meeting setup and planning.
- N. Assist with updating website and maintenance.
- P. Assist with internal communications and employee intranet.
- Q. Perform other duties as assigned.

To apply, please send a cover letter and resume to humanresources@talquinelectric.com by **Thursday, January 16, 2025.**

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

COMMUNICATIONS & OUTREACH SPECIALIST

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

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II. PHYSICAL REQUIREMENTS:

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III. OBJECTIVES:

- A. Work closely with the Communications and Outreach Manager and Director of Member Services to develop and maintain an effective communication program for schools, Members, employees and the community using various forms of media, including social media.

- B. Maintain a strong, positive Talquin presence in the Cooperative's service territory through effective presentations and communication.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Develop content and write articles for Talquin's monthly newsletter, The Current. Assist with proofing and editing.
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- N. Assist with updating website and maintenance.
- P. Assist with internal communications and employee intranet.
- Q. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Communications and Outreach Manager
- B. Works collaboratively with the Communications and Outreach Manager and Member Services Office Managers
- C. Coordinates or cooperates with:
 - 1. Internal:
 - a. Work closely with the Communications and Outreach Manager and Director of Member Services to keep employees and Members informed of current Cooperative news, information and updates. Keep informed of work progress and development of related activities.
 - b. General Manager- Plan articles for "The Current".
 - 2. External:
 - a. Members, Employees and Talquin's Board of Trustees
 - b. Civic Groups and community organizations

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Communications and Outreach Specialist shall have full authority to carry out these responsibilities in conformity with established policies and procedures.
- B. The Communications and Outreach Specialist shall be accountable to the Communications and Outreach Manager or their designee for the efficient performance of these duties.

- C. The Communications and Outreach Specialist shall secure approval of the Communications and Outreach Manager or their designee in making decisions when policies are unclear, inadequate or require interpretation.