

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



1640 West Jefferson Street
Quincy, Florida
32351-5679

COMMUNICATIONS AND OUTREACH SPECIALIST I

Talquin Electric Cooperative, Inc. is seeking candidates for the position of Communications and Outreach Specialist I. The minimum educational requirement for this position is a 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.

Requires a valid driver's license. Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. 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 the Talquin Bradfordville Member Service office. 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.

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. Manage and type Trading Post.
- D. Contact schools in Talquin's four county service territory to promote Youth Tour/Education/Cooperative Principles Program. Attend overnight Youth Tour event in Tallahassee in February and possibly weeklong event in Washington, D.C. during annual summer trip.
- E. Develop online stories, key messages, and communications plans while working in a fast paced environment under tight deadlines.

- F. Constantly seek new technologies to enhance the company's storytelling and brand to attract new audiences and increase Member satisfaction.
- G. Take pictures, develop press releases, and update social media content during emergency restoration periods.
- H. Participate and attend Community/Civic Meetings: Access Tallahassee, Kiwanis, Homeowner Association Meetings, etc.
- I. Prepare and present Board presentations on request.
- J. Assist in design of posters, t-shirts, or handouts for current marketing strategies or events.
- K. Assist with emergency response exercises. Planning, setup, execution and filming.
- L. Photograph Talquin events and record meetings as needed.
- M. Assist with the execution of Member survey.
- N. Assist with Annual Meeting setup and planning.
- O. Assist with updating website and maintenance.
- P. Scan news articles that have relevance to Cooperative, forward to Management, and maintain files.
- Q. Perform any other duties that may be assigned.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market. A cover letter and resume will be accepted until **5:00 p.m. on Monday, July 1, 2019.**

To apply, please send a letter and resume to: humanresources@talquinelectric.com.

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

COMMUNICATIONS AND OUTREACH SPECIALIST I

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

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II. 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.

III. OBJECTIVES:

- A. Work closely with other Communications and Outreach Specialists 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 Talquin Service territory through effective presentations and communication.

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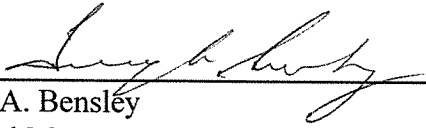
V. RELATIONSHIPS:

- A. Reports to: Director of Member Services.
- B. Works collaboratively with other Communications and Outreach Specialists, Media and External Affairs Coordinator, and Member Service Office Managers.
- C. Coordinates or Cooperates with:
 - 1. Internal:
 - a. Work closely with 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, Homeowner Associations, and Schools

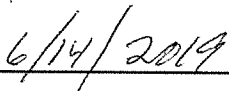
VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Communications and Outreach Specialist I shall have full authority to carry out these responsibilities in conformity with established policies and procedures.
- B. The Communications and Outreach Specialist I is encouraged to use initiative and collaborate with other cooperative departments in making decisions and in further developing communications for the cooperative.

- C. The Communications and Outreach Specialist I shall secure approval of the Director of Member Services in making decisions when policies are unclear, inadequate or require interpretation.



Tracy A. Bensley
General Manager



Date