

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Office of Student Services at 731-286-3240.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

## **Communications Coordinator, Forked Deer Electric Cooperative Inc.**

### **PRIMARY RESPONSIBILITIES**

- a. Plans content and layout; makes photos; writes and proofs text, including the use of graphics; and coordinates the production and distribution of the following publications:
  1. The Tennessee Magazine cooperative section (monthly)
  2. Cooperative brochures and bill inserts
  3. Notice of Annual Meeting
  4. Social Media forums
  5. Annual Report on Web site
  6. Youth tour and related activities
  7. Marketing brochures
  8. Product and service brochures
- b. Monitors newsworthy FDEC activities; writes text, supplies photos, and coordinates the timely production and distribution of news releases to the media in the area, including newspapers, radio, and television stations.
- c. Maintains and updates company Web site based on company strategies and goals.
- d. Works with management, staff and employees, gathering information and stories to prepare and print publications.
- e. Maintains publications and photo files.
- f. Maintains assigned equipment.
- g. Prepares periodic reports as required.
- h. Maintains regular contact with media in the area.
- i. Other duties deemed necessary by management.

### **POSITION REQUIREMENTS**

- a. EDUCATION
  - An associate's degree with emphasis in communications or journalism is required. Exceptionally favorable experience may be considered for the education requirements.
- b. EXPERIENCE
  - A minimum of two years of experience in communications or related field is required. An exceptional educational background may be considered for a portion of the experience requirements.
- c. KNOWLEDGE
  - Must be proficient in the use of Windows and the following software programs: Adobe Photoshop, Microsoft Word, Excel, Access, PowerPoint, Publisher, and Outlook.
  - Must have a basic knowledge of four-color printing.

d. ATTITUDE

- Must believe in, be sympathetic with, and be interested in furthering the Cooperative's objectives.
- Must be receptive to changes deemed necessary and be open to suggestions from peers.
- The understanding and willingness to work erratic hours and under pressure is necessary.

e. PERSONAL CHARACTERISTICS

- The highest degree of integrity, pleasant disposition, and tact are absolutely essential.
- Must be able to handle a multitude of projects simultaneously without becoming distressed.
- Must be able to think clearly and remain courteous in stressful situations.
- Must be able to make decisions in the best interest of the Cooperative regardless of the circumstances.
- Must work independently, exercise judgment and act in accordance with FDEC policies, while working to provide excellent customer service.

f. ABILITIES AND SKILLS

- Must be able to work a minimum of eight hours a day, five days a week, and be able to work after regular working hours, as needed.
- Must possess a valid Tennessee Driver's license.
- Must be able to work with all cooperative employees in the best interest of the Cooperative.
- Must be able to meet people easily, communicate effectively (both written and verbal), win consumers' confidence, and be able to persuade participation in various programs.
- Must be able to make presentations at schools and other youth or adult programs.

g. ENVIRONMENTAL CONDITIONS

- Most of the normal duties will be performed inside. This work will involve frequent interaction with the members, the public and other employees.

h. PHYSICAL REQUIREMENTS

- Must possess visual acuity and manual dexterity, as well as the ability to listen and communicate orally.
- Constantly uses manual dexterity and visual acuity to operate keyboard and mouse at microcomputer and/or terminal.
- Frequently stands, walks, sits, bends, stoops, squats, twists, kneels, crouches, crawls, climbs, balances, and lifts and carries equipment between 25-50 pounds.
- Frequently sits in a vehicle to drive throughout the service area. The average number of miles and the amount of time driving will vary depending upon location visited.

**REPORTS TO**

- General Manager

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by Management as the needs of the Utility and requirements of the job change.

For more information and how to apply, go to <http://www.forkeddeer.com/careers/16-communications-coordinator>.