

COMMUNICATIONS SPECIALIST
Navopache Electric Cooperative, Inc. (NEC)

NEC is seeking a qualified individual to fill the position of Communications Specialist. NEC is situated within the White Mountains of Arizona, 180 miles NE of Phoenix. It is a place of beautiful scenery and mild climate, with a small community atmosphere where you know your neighbors. The area abounds in opportunities for hiking, hunting, fishing and other outdoors sports.

The Communications Specialist is responsible for a wide range of member related and other communication activities and tasks at NEC. This position is responsible for promoting NEC and its objectives and programs while ensuring consistent and effective messaging regarding NEC. Duties include designing and producing ongoing member and other communications of various types, planning and working with Management to develop and implement a communications plan, administer NEC web-site and assisting in internal communications.

RESPONSIBILITIES:

- Work with Management to create, implement and maintain a communications plan.
- Write, coordinate, design and publish various external member communication publications, as well as media and other publications.
- Administer NEC website which includes keeping all information current, providing guidance to others regarding website maintenance and upgrading and ensuring the overall usability and ascetics of the site.
- Support line organizations with communications activities and tasks.
- Plan, implement, and evaluate special events, public hearings and meetings.
- Promote NEC while ensuring consistent messaging of NEC objectives.
- Conduct external media communications during outages, including radio announcements, press releases and other local and regional media updates.
- Attend and represent NEC at other utilities, service organizations, various media, public or governmental committees and agencies.
- Prepare materials for special projects as assigned.

QUALIFICATIONS:

Formal Education

1. Two year Associate Degree in Communications, Marketing, Journalism or related field.
2. BA or BS in Communications, Marketing, Journalism, or related field is preferred.

Previous Job Experience

1. Five or more years of directly related experience conducting the communication function at a business. Previous experience in business communications, marketing, print journalism, television, and/or radio, is preferred.
2. Previous experience in an Electric Utility or Electric Cooperative is preferred.

Special Skills

- Must be fully competent in Microsoft Office software and have ability to use other communications related applications.
- General knowledge of office procedures required.
- Must have excellent written and oral communication skills.
- Must be able to build and maintain relationships with a wide range of people across the entire Cooperative. Ability to understand complex energy related topics and translate them into readable, understandable information for multiple audiences.

- Must be comfortable working under deadlines.
- Have the proven ability to maintain confidentiality.
- Have the proven ability to proof read and correct spellings, misuse of language, etc., in documents vital to NEC (i.e. bylaws, policy manual).
- Have the proven ability to operate office machines proficiently and accurately including typewriter, calculator, copy machine, fax, PC, etc.
- Have the proven ability to use good judgment and make necessary decisions in line with the NEC's goals and standards.
- Have proven organizational ability, to include scheduling and making necessary travel reservations.
- Have proven work experience in multitasking and be detail oriented.
- Be willing and capable to travel for educational and job responsibility duties, including overnight stays as may be required.
- Have the proven ability to work independently of others and maintain a high level of productivity.
- Be fully qualified in Word Processing, Spreadsheet and Database programs (e.g. Microsoft Word, Access, Excel, etc.).
- Have experience with graphic design, desktop publishing and print process.
- Be able to develop a thorough knowledge and understanding of NEC policies, programs, and practices.
- Have or be able to obtain a valid Arizona driver's license.

HOURS OF OPERATION: 4/10s The cooperative is currently on a 4/10 schedule (Monday through Thursday).

SALARY: Commensurate with qualifications. This is an exempt position.

BENEFITS: NEC has an excellent comprehensive benefit package which includes vacation, sick leave, and both a 401(k) pension plan and a defined benefit pension plan. The insurance package offers medical, prescription, dental, vision, short term disability and long term disability.

CLOSES: 6:00 pm, Thursday, May 4, 2017.

NEC: Founded in 1946, NEC is a member owned electric cooperative. Our mission is to serve our communities in the most efficient, safe and reliable way. If you are interested in fulfilling your career aspirations with a service-oriented company, *follow the instructions below.*

Applicants chosen for interviews will be notified by phone within two weeks of closing date.

INSTRUCTIONS TO APPLICANTS: If you feel you have the proven skills and abilities then you may apply on-line. We require a Cover Letter with your Resume. If you meet the qualifications you will be sent an application to complete. Selected qualified applicants will be contacted for interview scheduling.

EOE/M/F/D/V