


# Position Posting

# MVEC

MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

## Communications Specialist

The **Communications Specialist** is an experienced writer and creative storyteller working in a fast-paced environment, supporting the development and implementation of the marketing and communication department's internal and external communications and content management for various platforms, while promoting MVEC's mission and vision.

### Duties and Responsibilities:

- Creates editorial plans, researches and writes member-facing copy for various communication channels and materials
- Provides internal and external communication support across the cooperative with measurable objectives
- Assists Communications Supervisor with crisis communication efforts including outage reporting during and after work hours, as needed
- Coordinates communications and promotion of the cooperative's scholarship program
- Creates press guides, media releases and advertising initiatives and maintains routine relationships with media contacts
- Works with Supervisor and other team members on coordinated department strategy
- Responsible for social media marketing to grow high-quality followers and build engagement across social channels
- Lives the Spirit of Our Cooperative

### Required Qualifications:

- Bachelor's degree in English, Journalism, Communications or related field
- Four years of active writing experience from human interest story-telling to press releases
- Strong communication skills; experience with crafting engaging messages and stories
- Excellent speaking, spelling and grammar skills
- Experience in developing strategic message plan for multiple audiences and channels
- Motivated self-starter who works well independently and as part of a team
- High degree of professionalism and organizational skills to manage multiple projects
- Comfortable networking with cooperative peers and attend industry continuing education
- Experience with photography, Microsoft Suite and desktop publishing software
- Ability to work accurately and consistently to meet deadlines

### Preferred Qualifications:

- Newspaper reporting or similar experience; familiar with AP Style
- Experience working with media and/or local and state government entities

Applicant must be committed to providing service beyond members' expectations and lead by example. To apply, please send your resume to [jobs@mvec.net](mailto:jobs@mvec.net). **Preference to applicants that apply by Sunday, September 25<sup>th</sup>, 2022.**

**Equal Opportunity Employer**

**Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.**

*Minnesota Valley Electric Cooperative is an equal opportunity provider and employer*