



OREGON TRAIL ELECTRIC COOPERATIVE

JOB POSTING

COMMUNICATIONS COORDINATOR

BAKER CITY, OR

POSITION SUMMARY:

Responsible for the internal and external communication for the cooperative and has reputation management as its highest priority. Writes, creates, develops, and implements the cooperative's digital and print communications in and through publications, campaigns, community programs, and communication plans with the goals of enriching OTEC's position in the public's eye.

PRIMARY RESPONSIBILITIES:

- Represents the cooperative, by planning, developing and implementing the cooperative's member-facing external and internal communications plans. Implement communications strategies that ensure timely, consistent and meaningful communications with employees, management, board of directors, public and media.
- Represent the cooperative at community and business events.
- Content scheduling, planning, writing, design and production coordination for the annual strategic communication plan to include monthly magazine, Intranet, and board reports. Write copy for print, placement, broadcast and internet website. Design, implement, and manage social media communications and campaigns.
- Produce cooperative communications publications such as website, social medias, magazine and newsletter articles, speeches, presentations, brochures and bill inserts.
- Develop strong working relationships with all local media and respond to all media inquiries.
- Serve as an OTEC representative to meetings or activities associated with local, state, national, and regional governmental entities.
- Manage Scholarship and Youth Tour programs including program administration and promotion, coordinating scholarship selection committees, managing awards.
- Assist with planning, communicating and executing events such as hosting meetings, ribbon cuttings, receptions, exhibits and presentations.
- Participation in cooperative strategy and initiatives

SKILLS & QUALIFICATIONS:

- Four years' experience in communications or a related field
- Minimum of two years' managing digital and social media platforms
- Bachelor's degree in a related field preferred
- High school diploma or equivalent
- Possess and maintain a valid state driver's license

BENEFITS:

OTEC has a competitive benefits package that includes medical, dental, life insurance, disability, 401(k), and other valuable benefits.

APPLICATION:

Send [employment application](#) and resume to HR at Careers@otecc.com with the job title in the subject line.