



Lumbee River Electric Membership Corporation

P.O. Box 830, Red Springs, NC 28377 Phone: (910) 843-4131 Fax: (910) 843-2079

POSITION SPECIFICATIONS

Community Relations Specialist

Education: Bachelor's degree in Communications, graphic and creative design, sales, advertising or related field required. Background, job knowledge and experience may be substituted for educational degree.

Experience: A minimum of two years of responsible experience in the area of communications, graphic and creative designs, event planning or related activities. Experience with internet and web page design desired.

Job Knowledge: Familiarity with the utility industry and cooperative principles a plus. The successful candidate must have writing skills and publication editing as well as knowledge of public media relations. They must also possess working knowledge of all aspects of producing an attractive, appealing, and informational publication. They must have knowledge of marketing and public relations principles as they relate to delivery of services and customer satisfaction. They must have demonstrated knowledge of fundamentals of effective writing, marketing and graphic design, concept design and overall creativity.

Abilities and Skills: The successful candidate must have the ability to handle concurrent and varied activities simultaneously. The successful candidate must be able to coordinate work as necessary with others, must be able to effectively communicate orally and in writing information on energy usage, consumer issues and related areas to the public, members, organizations, management and employees. The successful candidate must be able to carry out community and media relation programs and must be able to work with and through others to accomplish desired results and objectives. The successful candidate must have a working knowledge of computers and supporting software to include desktop publishing, PowerPoint and Excel. A working knowledge of website design and maintenance software is also desired. A valid N.C. driver's license is required.

Working Conditions: Generally accepted office conditions. Occasional overtime may be required as well as some travel throughout the system in the performance of work responsibilities.

Applicants chosen will be subject to medical examination, drug screen, and criminal background check.

Interested applicants should forward resume with a cover letter to:

Manager of Human Resources
Lumbee River EMC
P. O. Box 830
Red Springs, NC 28377

or Email: jackie.harding@lumbeeriver.com

Fax: 910-843-2079