



The Home Team Advantage

**Now hiring for an immediate opening
(accepting applications until position is filled)**

POSITION: Director of Communications

COMPANY: Lamar Electric Cooperative, Paris, TX

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 Lamar Electric'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 members, 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. Write copy for print, placement, broadcast and website. Design, implement, and manage social media communications and campaigns.
- Produce cooperative communications publications such as website, social media, magazine and press release articles, speeches, presentations, brochures and bill inserts.
- Develop strong working relationships with all local media and respond to all media inquiries.
- Purchase and distribute promotional materials and apparel for employees.
- 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.
- Manage donation request and all public relations.
- Wear many hats and be willing to take on additional projects as they come.

SKILLS & QUALIFICATIONS:

- Experience with digital writing, social media management and press release writing preferred
- Word Press website management knowledge preferred
- Knowledge of Adobe Creative Suite preferred
- Bachelor's degree in a related field preferred
- High school diploma or equivalent
- Possess and maintain a valid state driver's license

To Apply: Send Resume To Jerry Williams, General Manager & CEO, jerry@lamarelectric.coop. For questions regarding this position please call 903-783-4914.