

## EMPLOYMENT OPPORTUNITY

SOUTHSIDE ELECTRIC COOPERATIVE, INC.  
CREWE, VIRGINIA

### Community Relations Coordinator

Southside Electric Cooperative is seeking a self-motivated individual to assume responsibilities as a Community Relations Coordinator in Crewe, Virginia. This position is responsible for creating and maintaining programs, events, key relationships and educational opportunities that advance the Cooperative's positive role in the communities it serves.

Education: Associates Degree in Business Administration, Marketing, Communications, or related area(s) is required. Bachelor of Arts Degree in the aforementioned areas is preferred.

Experience: Three (3) to five (5) years of progressive work experience in the area of economic development, government relations, marketing, communications, or public relations is required. Electric cooperative experience highly preferred.

All interested applicants must have the following knowledge/skills/abilities:

Ability to function with little or no supervision. Extensive problem solving capability. Good mediation, negotiation, and interpersonal skills. Ability to gain and maintain respect of others, both inside and outside of the Cooperative. Ability to convey effective written and verbal messages. Ability to work well with diverse groups of people. Knowledge of Cooperative processes, policies, procedures and operations.

Should have valid First Aid and CPR cards or acquire within one year from date of hire. Must be able to report/respond to work when needed. Must make his/her residence within sixty (60) minutes legal driving time to the Headquarters Office located at 2000 W. Virginia Avenue, Crewe, Virginia.

Attendance at events in the mornings and evenings (after normal business hours) will be necessary. Must have the ability to accomplish a variety of projects simultaneously within established guidelines. Extra hours will be necessary during emergencies or when the workload demands. Attendance at training seminars, conferences, workshops, safety meetings, and Members' Annual Meeting will be necessary as requested or assigned.

***All interested applicants must complete and submit a Southside Electric Cooperative employment application by 5:00 p.m. EDT, Friday, April 21, 2017, either online through the Southside Electric Cooperative website ([www.sec.coop](http://www.sec.coop)), or in person at the Southside Electric Cooperative Headquarters Office, 2000 W. Virginia Avenue, Crewe, VA. Applications will not be accepted via U.S. Mail.***

Will hire only American citizens and aliens who are authorized to work in the United States. Documents to establish identity and employment eligibility are required.

All offers of employment are conditional upon a negative alcohol and controlled substance test.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER