

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	Community Connections Specialist
JOB LOCATION	Flint Energies - 3 South Macon Street, Reynolds, Georgia
JOB CLASSIFICATION	Inside Job; Exempt
SUPERVISOR	Manager of Cooperative Communications
LAST DATE REVIEWED	September 2022
JOB SUMMARY	Coordinates community involvement in meetings, functions, and events; plans/designs programs and events for Flint; identifies and engages advocates for Flint; represents Flint in civic organizations; promotes public relations, education and youth programs with primary focus on rural areas; builds a positive proactive relationship with State, County, and City officials (requires attendance at local government meetings throughout service area); actively manages relations with emergency agencies and responders; cultivates professional relationship with service area media; supports and serves on Chambers of Commerce boards or committees; assists with Flint community investments; drafts press releases and co-op announcements; promotes connections between the co-op and community with internal and external presentations; and aids the Flint Energies Foundation (Operation Round Up).
EDUCATION / TRAINING	<p>Required:</p> <ul style="list-style-type: none"> • Bachelor's degree (B.A.) in public relations, journalism, communications, advertising, or related field from a four-year college or university OR, eight (8) years of full-time work experience in community relations, marketing, governmental affairs, community affairs or similar areas • Minimum one (1) year experience in public relations that demonstrates success in building professional relationships in the community • Experience with social media tools • Experience working with elected officials, civic groups, or volunteer groups • Proficient with DSLR camera and video and lighting equipment • Excellent writing skills <p>Preferred:</p> <ul style="list-style-type: none"> • Three (3) years' experience in public relations, advertising, educational programs, or communications at a rural electric cooperative, electric utility, or other type utility or cooperative • Three (3) years' related experience in community relations, event planning, tourism and economic development • Experience with web design and video production • Minimum one (1) year experience in graphic design; preferably Adobe Creative Cloud • CCC (Certified Cooperative Communicator) and/or APR (Accredited Public Relations) designation or willingness to obtain
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> • Knowledge and skills to operate Microsoft Office, standard photographic and video equipment, and various electronic equipment related to the creation of multimedia presentations • Knowledge of public relations concepts and communications methods • Excellent writing and communication skills with the ability to create and deliver effective public presentations and speeches, write press releases and articles for publication, and the ability to meet with and speak to people individually and in groups • Skills in research, decision making, and problem solving • Ability to handle confidential material with judgment and discretion • Ability to review, organize, follow-up, and disseminate information in an accurate and timely manner • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience • Ability to develop and maintain good working relationships with area news media • Creativity, initiative/motivation, self-starter • Ability and flexibility to work seamlessly with a team or on your own, as needed
WORKING HOURS	<ul style="list-style-type: none"> • 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch • Must be flexible to frequently work outside of normal working hours, including early mornings,

	<ul style="list-style-type: none"> evenings and weekends Must be willing to travel between offices and attend meetings out-of-town, participate in out-of-town and out-of-state training, work overtime during peak periods and on short notice, and expect to work under pressure at times to meet deadlines Must be willing to be on rotating 24 hour on-call status
OTHER	<ul style="list-style-type: none"> Must have and maintain a valid Georgia driver's license with a safe driving record
APPLYING FOR JOB	<ul style="list-style-type: none"> Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Friday, September 30, 2022. Contacts: Chelsea Mullins 478-218-5582, cmullins@flintemc.com or Kathy Parrish, 478-847-5143, kparrish@flintemc.com

**FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

Posted 09/19/22

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
COMMUNITY CONNECTIONS SPECIALIST**

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and receive information, and analyze data to make important decisions.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure, handle tense situations, resolve complaints, and control anger and attitude.
VISION	<p><u>Far Visual Acuity</u> - As necessary to drive during daylight and nighttime hours.</p> <p><u>Near Visual Acuity</u> - Must be able to see computer screen, keyboard, and read all types of paperwork, including small figures and print.</p> <p><u>Peripheral Vision</u> - As necessary to drive.</p> <p><u>Color Vision</u> - As necessary for recognizing appropriate forms using in design of publications.</p> <p><u>Depth Perception</u> - As necessary for driving.</p> <p><u>Night Vision</u> - As necessary for driving.</p>
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful and professional. Must be able to make effective presentations for all age groups.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 10 hours per day. (Whatever amount required for after-hours meetings.) Can stand up as needed. Normally stands less than 1 hour per day. Occasionally stands for making presentations.
WORKER MOBILITY / WALKING	Can change positions at will. Minimal amount of walking.
LIFTING / CARRYING	Frequently lifts printed materials and files. Seldom anything over 25 pounds. Occasionally lifts boxes of promotional items, printed material and photography or video equipment.
PUSHING / PULLING	Required to open/close desk drawers and file cabinets.
BENDING / TWISTING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers. Twisting is intermittent.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating laptop, calculator, writing, performing miscellaneous general office work, and driving automobile.
ENVIRONMENTAL FACTORS	Job is primarily located indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present. Frequently travels to and from area communities. May occasionally visit outdoor business facilities.
MACHINES / TOOLS/ EQUIPMENT	Laptop, tablet, smartphone, DSLR camera, video camera, other camera equipment as needed, calculator, copier, paper, pens, pencils, and stapler.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	No safety equipment required. Follows prescribed safety rules. Obtains and maintains CPR Certification and Defensive Driving Certification.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.