

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 posted requirements are eligible to apply.</i>)
JOB TITLE	Government Relations Specialist
JOB LOCATION	98 Carl Vinson Parkway, Warner Robins, Georgia
JOB CLASSIFICATION	Inside Job; Exempt
SUPERVISOR	Vice President of Cooperative Communications
LAST DATE REVIEWED	May 2026
JOB SUMMARY	Develop and maintain relationships with state and local elected/appointed officials and staff; principally with the Georgia General Assembly members whose districts are in Flint Energies' 17-County Service Territory. The same applies with municipal and county government office holders and appropriate staff from the same territory. Cultivate relationships with elected members of the Georgia Public Service Commission and appropriate staff. Cultivate relationships with elected members of the State of Georgia Federal delegation including both House and Senate representation along with staff. Identifies and engages advocates for Flint; represents Flint in civic organizations; manages and promotes government relations, external affairs, and economic development. Develops and maintains relationships with the Georgia Department of Economic Development as well as local Development Authority representatives. Participates in the planning, coordination, and implementation of marketing and sales efforts relating to assigned existing and prospective commercial and industrial accounts. Supports and serves on Chambers of Commerce boards or committees as well as statewide committees as needed or required; 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.
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, or similar areas • Minimum one (1) year experience in public relations which demonstrates success in building professional relationships with elected officials <p>Preferred:</p> <ul style="list-style-type: none"> • Master's degree (M.A) in public relations, business administration, communications, or other related field • Three (3) years' experience in public relations, advertising, educational programs, or communications field at a rural electric cooperative, electric utility, or other type utility
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> • Knowledge and skills to operate Microsoft Office and various electronic equipment related to the creation of multimedia presentations • Knowledge of public relations concepts and communications methods • Excellent communication skills with ability to write and deliver effective public presentations and speeches; press releases and articles for publication, and skills to meet with and speak to people individually and in groups • Ability to pursue a continuous program of self-development both inside and outside of work hours in furthering his/her knowledge to develop in the job and accept increasing responsibilities • Ability to attend and participate in community, legislative, economic development, and other functions as prescribed by supervisor, both inside and outside of working hours. • 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 a 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 <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of cooperative business principles and the mission of electric membership corporations (EMCs) • Experience monitoring, tracking, and analyzing legislation, committee activity, and policy developments during a legislative session. • Demonstrated ability to build and maintain professional relationships with elected officials, legislative staff, trade associations, and community stakeholders. • Understanding of the political landscape and key decision-making processes within the State of Georgia.
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 occasionally work outside normal working hours, including early mornings, 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.

	<ul style="list-style-type: none"> • 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. • Job requires frequent use of personal vehicle for business purposes (reimbursement is based on IRS mileage rate).
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, June 12, 2026. • Applications should be emailed to hr@flintemc.com or dropped off at the locations listed above. • Contacts: Tracie Lord 478-218-5653, or Stephanie Cebada-Bembry 478-218-5582

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

Posted 05/29/2026

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
GOVERNMENT RELATIONS 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 to meet deadlines, handle tense situations, resolve complaints, and control anger and attitude.
VISION	<p><u>Far Visual Acuity</u> - As necessary to drive and operate vehicle.</p> <p><u>Near Visual Acuity</u> – Necessary for operating various office equipment. Must be able to see computer screen, keyboard, and read all types of paperwork, including legal documents.</p> <p><u>Peripheral Vision</u> - As necessary to drive.</p> <p><u>Color Vision</u> - For recognizing appropriate forms.</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 for internal and external presentations. Voice must be pleasant, tactful, and professional.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 8 hours per day. Can stand up as needed.
WORKER MOBILITY / WALKING	Can change positions at will.
LIFTING / CARRYING	Frequently lifts files and printouts, as well as materials and resources for events that may require carrying for extended distances. Must be able to lift and carry up to 40 pounds.
PUSHING / PULLING	Required to open/close desk drawers, file cabinets, and add paper/supplies to copiers and printers.
BENDING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating PC, telephone, calculator, writing, copier, stapler, and performing miscellaneous general office work. Overhead reach is intermittent.
TWISTING / CLIMBING / CRAWLING	Twisting is intermittent. No climbing or crawling required.
ENVIRONMENTAL FACTORS	Job is located predominantly indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present, except that position periodically visits outdoor business facilities and personnel to cross-train with other inside or outside employees, observe testing, or other related activities.
MACHINES / TOOLS/ EQUIPMENT	Computer, calculator, copier/printer, fax machine, pens, pencils, stapler, and camera.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	No safety equipment required. Follows prescribed safety rules for office employees. Must obtain and maintain CPR, First Aid, and Defensive Driving certifications.
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.