

OREGON TRAIL ELECTRIC CONSUMERS COOPERATIVE, INC.

EMPLOYMENT OPENING NOTICE

July 22, 2010

- Position Title:** Communication and Government Relations Specialist
- Location:** Baker City, Oregon
- Principal Duties:** This salaried position reports to General Manager. The position is responsible for the management, development and implementation of OTEC's communication plan and government affairs efforts.
- Education, Experience:** Bachelor's degree in journalism, communications, political science and/or a minimum of five years experience in media work and/or government relations. Superior proven written and verbal communication skills that capture the attention of the receiver and a strong ability to translate complex information into informative, influential and accurate verbal and written communication that is easily understood. Must possess excellent presentation skills. Must have ability to interact and work with employees, board, public, vendors and media in a professional and cooperative manner. Demonstrated personal computer skills, including Word, Excel, PowerPoint, Adobe Photoshop and desktop publishing.
- Personal Performance Characteristics:** Must be a self-starter and be able to take appropriate action on own initiative. Accuracy, timeliness, loyalty to OTEC and the ability to work well with other employees and the public are necessary to be successful in this position. Excellent organizational and problem-solving skills with the ability to be flexible and capable of meeting aggressive timetables for multiple projects while maintaining excellent attention to detail.
- Special Conditions:** This position requires that the employee have no restrictions on hours of work and travel, including during adverse weather condition, and must have a telephone at their principal place of residence. One must be able to work independently and handle stressful situations all the while remaining professional.
- Starting Rate of Pay:** Negotiable
- Deadline for Applications:** Open until filled
- Contacts:** Debby Ray, Manager of Human Resources (541-524-2832)