



CENTRAL NEW MEXICO ELECTRIC COOPERATIVE INC.

A Touchstone Energy® Cooperative 
The power of human connections

Job Posting

Supervisor of Marketing/Communications & Executive Services

CNMEC has an opening for a qualified Supervisor of Marketing/Communications & Executive Services to join our organization. CNMEC offers competitive wages and an excellent benefits package. CNMEC pays 100% of the premium costs for medical/dental/vision for employee coverage; company paid life insurance and LTD benefits, a generous paid time off program, as well as a 401(k) retirement plan with company match. This position requires exceptional discretion, a high level of confidentiality, strong attention to detail, and excellent organizational skills.

Location: Moriarty, NM

Job Summary

Under the general direction of the CEO, this person plans, develops, and administers the Cooperative's comprehensive marketing and communication program; oversees public relations, member relations, and economic development; and performs general, specialized, and confidential administrative and clerical functions for the CEO and Board of Trustees.

Minimum Qualifications

Bachelor's degree in Marketing and Communication, Consumer Relations, Business Administration or related field preferred. Four years' experience in public relations, sales, marketing, communications, management or a closely related field can be substituted for degree. This person should have a minimum of five years' administrative experience supporting executive/management level staff. Previous experience with an electric utility preferred. This position requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, Teams and Word. Experience should also include working with Adobe publishing products including InDesign and Photoshop.

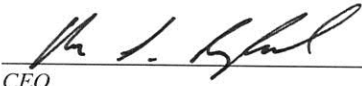
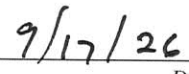
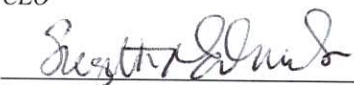
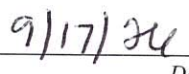
Please review the full job description for more detailed information and the specific requirements and qualifications for the position.

To Apply: Send resumes with a letter of interest to Suzy Edmonds at suzy.edmonds@cnmec.org or PO Box 669, Moriarty, NM 87035.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer

CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Supervisor of Marketing/Communication, and Executive Services	FLSA STATUS: Exempt
REPORTS TO: CEO	SALARY GRADE: 6
DEPARTMENT: Marketing, Communication and Executive Administration	LOCATION: Moriarty
APPROVED BY:	
<i>Department Head</i>	<i>Date</i>
	
<i>CEO</i>	<i>Date</i>
	
<i>Human Resources</i>	<i>Date</i>

Job Summary

Under the general direction of the CEO, this person plans, develops, and administers the Cooperative's comprehensive marketing and communication program; oversees public relations, member relations, and economic development; and performs general, specialized, and confidential administrative and clerical functions for the CEO and Board of Trustees.

Essential Duties and Responsibilities

Within the limits of established policies, budgets and other requirements, has responsibility and commensurate authority, except as specified, to carry out the following activities:

- Plans, develops, and administers marketing and communication initiatives that support beneficial system growth and improve load factors across all classes of service.
- Develops and recommends advertising and public-information campaigns and evaluates their effectiveness in advancing the Cooperative's objectives.
- Periodically reviews department activities and recommends to the CEO organizational structure best suited in carrying out the objectives of the department.
- Ensures prompt and efficient preparation and dissemination of information and materials to members, employees, and the general public to improve understanding of the Cooperative's objectives, plans, programs, accomplishments, and services.
- Developing and administering programs, which will enable the Cooperative to assist in the economic development of its service area.
- Developing and administering programs that promote the wise use of all forms of energy and fulfill the public utility responsibility requirements for the conservation of energy and the promotion of the use of environmentally acceptable, renewable energy resources.
- Developing public relations by participating in various civic and community activities and meetings within the Cooperative service area.
- Provide and assist in the delivery of exceptional member service to the Cooperative's members.
- Establishes and maintains effective working relationships with allied organizations, government officials and agencies, and other influential individuals and organizations to advance the Cooperative's interests.

- Facilitate continuous management improvement programs in the Cooperative through the advice and assistance in areas such as organizational planning, policy development, and performance appraisal.
- Participates in employee and manager meetings.
- Serve as a member and actively participates in appropriate community and professional organizations.
- Develops departmental budget and annual work plan for CEO's approval.
- Sees that each member of their staff is properly trained in accordance with the qualifications and requirements of the position.
- Periodically appraises the performance of their immediate staff and counsels them, as necessary, to improve development.
- Participates in interviews and selection of personnel in their department.
- Directs and supervises the Marketing/Communication Department; establishes procedures, goals, objectives, and work-performance standards; and monitors results to ensure accurate and effective member services consistent with established policies and plans.
- Informs members about the Cooperative's services, rates, policies, procedures, and benefits and administers member programs and benefits.
- Prepares and issues news releases and advertising for media concerning Cooperative activities of civic or community importance.
- Designs brochures and other material to promote activities which are beneficial to the promotion of the Cooperative.
- Represents the Cooperative's interests before local, state, and federal legislative officials on matters significant to the Cooperative.
- Develops, plans, coordinates and oversees all aspects of the youth programs (poster contests, scholarships, and youth tour), employee events and other activities such as the Cooperative's newsletter, and updates to CNMEC's website and Social Media.
- Reviews and approves department invoices for payment.
- Prepares or assists with development of programs for civic clubs and schools requesting Cooperative activity.
- Ensures the Cooperative has the necessary marketing and communication tools in order to be effective and competitive.
- Responsible for recommending action on donations and other community support activities.
- Coordinates and plans the Annual Meeting and evaluates its effectiveness to identify operational and member-engagement improvements.
- Provides advanced administrative support to the CEO to include meeting coordination, travel and lodging arrangements, and record management.
- Serves as the administrator for the Board of Trustees' meetings; responsible for all aspects of the monthly meetings, including composing minutes, preparing agenda, compiling board packets; distributing monthly board reports to board meeting participants using the Cooperative's call to order system; makes meeting room and meal arrangements prior to board meetings.
- Accountable for yearly trustee elections. Serves as initial point of contact for potential board candidates and oversees the process for board candidate application and interviews.
- Serves as the central point of contact for all Board communication and activities; arranges travel and lodging, and training for Trustees.
- Organizes and plans Board of Trustee events, member events and provides support for employee events. Keeps the CEO and Board of Trustees advised of any upcoming events.
- Prepares board resolutions with direction from the CEO and Board President. Maintains files of board actions and board resolutions.
- Updates and maintains administrative and board policies. Oversees changes to the bylaws when necessary.
- Handles details of a confident nature and can be trusted by the CEO and Board of Trustees to use good judgment in all matters.
- Performs other miscellaneous job duties as assigned.

Supervisory Responsibilities

This person is responsible for the daily supervision of the Marketing/Communication Coordinator.

Minimum Qualifications

Bachelor's degree in Marketing and Communication, Consumer Relations, Business Administration or related field preferred. Four years' experience in public relations, sales, marketing, communications, management or a closely related field can be substituted for degree. This person should have a minimum of five years' administrative experience supporting executive/management level staff. Previous experience with an electric utility preferred. This position requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, Teams and Word. Experience should also include working with Adobe publishing products including InDesign and Photoshop.

Knowledge, Skills and Abilities

- This position requires knowledge in consumer relations, marketing, communication, sales, and management.
- Must have basic knowledge of electricity.
- Must become familiar with CNMEC policies, procedures, bylaws, the Cooperative's service territory and Public Regulation Commission (PRC) regulations.
- Must be able to communicate with consumers and other employees and deal with diverse groups of people.
- Must be able to give and take direction on a variety of projects simultaneously and meet established deadlines.
- Must exercise discretion and maintain the highest level of confidentiality in all matters related to the position.
- Must be able to project a favorable image for the Cooperative.
- Must have a good working knowledge of the Rural Electric Cooperative.
- Must have personnel management skills and public relations skills.
- Ability to adjust to multiple, shifting priorities and changes.
- Strong oral and written communication skills including grammar, spelling, mechanics and composition as they related to business correspondence (emails, memos, letters, meeting minutes).
- Ability to independently resolve problems, research information, create solutions, and make decisions based on fact and sound judgement.
- Ability to work independently and as part of a team; establishing and maintaining effective working relationships.

Working Conditions and Physical Effort

A person in this position usually has sufficient time to complete most tasks, although customer interactions may create a stressful environment. There are opportunities to relax from any physical exertion or to change position in work activities.

- **Physical Effort and Dexterity:** Frequent physical activity to include sitting, standing, walking, stooping, bending, reaching, crawling, lifting and carrying office supplies and equipment under 50 pounds.
- **Machines, Tools, Equipment required to be operated:** Capable of operating office machines including a personal computer, printer, copier, fax machine, camera, phone and calculator.
- **Visual Acuity, Hearing, and Speaking:** Comfortable in speaking with individual consumers and employees in person, remotely and with telephone. Must be able to communicate clearly and accurately for work and safety compliance.

- **Environment/Working Conditions:** Work is indoors. Normal office safety precautions and practices are required. Position may require travel in and out of the Cooperative's service territory. The regular work schedule is based on scheduled office hours, but may include some weekend, evening and holiday work.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this/her position. This/her is not an exhaustive list of all duties, responsibilities and skills required of this/her position. Nothing in this/her job description restricts management's right to assign or reassign duties, tasks and responsibilities to this/her job at any time.