



Your Touchstone Energy® Partner 

July 8, 2025

NOTICE OF EXTERNAL JOB VACANCY

DEPARTMENT	POSITION	LOCATION
MARKETING & MEMBER SERVICES	COMMUNICATIONS COORDINATOR	BLYTHEWOOD OFFICE

General Requirements:

- A. Applicant must be of legal working age and possess a bachelor's degree in communication, journalism or related field.
- B. Prefer at least three years in communications and/or journalism background.
- C. Must be willing to travel overnight and attend after-hour functions.
- D. Must have and maintain a valid South Carolina driver's license and be able to operate a motorized vehicle without assistance from other personnel.
- E. Must be able to attend work on a regular and predictable basis.

All qualified applicants will receive consideration for employment without regard to disability, veteran status, or other legally protected status.

This institution is an equal opportunity provider and employer.

FAIRFIELD ELECTRIC COOPERATIVE, INC.
BLYTHEWOOD, SC

POSITION DESCRIPTION
COMMUNICATIONS COORDINATOR
2025

I. RESPONSIBILITIES AND AUTHORITIES:

- A. Under limited supervision, is responsible for coordinating and implementing plans and programs that effectively enhance and inform members of the cooperative and the general public. Assist the Vice President of Member and Strategic Services with journalistic, advertising, and community relations efforts the Cooperative including social media and various publications.
- B. Performs personally the following activities:
 - 1. Composes and designs promotional materials, radio spots, social media posts, and on-hold messages.
 - 2. Composes written material for publication in local media outlets, website, South Carolina Living, bill inserts, and social media.
 - 3. Handles all photography in relationship to publications.
 - 4. Creates and presents educational presentations (PowerPoint/Video) to educate the membership and local organizations of the Cooperative's policies and programs.
 - 5. Attends community functions and council meetings for purposes of developing relationships with the media and city and county officials.
 - 6. Provides staff support for activities for Cooperative's members and employees.
 - 7. Coordinates Washington Youth Tour and Cooperative Youth Summit and Scholarship programs.
 - 8. Plans and assists with member and community related activities and communications.
 - 9. Administers and promotes all Touchstone Energy Programs currently offered by the Cooperative and investigates and implements other programs that may be beneficial to the community and bring value to the brand.
 - 10. Assists all departments with internal communication of programs and initiatives. Composes and designs a monthly employee newsletter.

11. Executes cooperative's social media strategy included but not limited to social media advertising, posting, and responding to members' comments and inquires.
12. Assists and help promote community and school outreach program offered by the cooperative as well as design and implement new ones.
13. Maintains and expands the Cooperative's website and social media presence which requires after-hours attention.
14. Assist with the planning and promotion of the Annual Meeting.
15. Performs all other duties as assigned.

II. RELATIONSHIPS:

- A. Report to: Vice President, Member & Strategic Service

III. MENTAL AND PHYSICAL REQUIREMENTS:

The mental and physical requirements for this position include, but are not limited to the following:

- A. Must be able to effectively utilize a telephone and two-way radio in executing the position's assigned duties.
- B. Must be able to follow verbal and written instructions.
- C. Must have the aptitude to logically and objectively evaluate obstructions and impediments to plans and programs, make rational independent decisions, and develop reasonable solutions to problems.
- D. Must have the ability to effectively interact with other cooperative personnel, business and industry representatives, cooperative members, and the general public.
- E. Must have the ability to perform mathematical computations necessary for statistical analysis, evaluate, and analyze records and data, and perform other related activities.
- F. Must possess the ability to clearly and concisely communicate in verbal and written form when providing information to employees, members, the general public, and other individuals or groups.
- G. Must have the ability to input, access, and retrieve computerized data in performing assigned operations.
- H. Must be able to operate keyboard, typewriters, and other office equipment to perform data input, computer operations, manual typing, and other related activities.

- I. Must have and maintain a valid South Carolina driver's license and be able to operate a motorized vehicle without assistance from other personnel.
- J. Must be able to attend work on a regular and predictable basis.

IV. EDUCATION, EXPERIENCE, AND REQUIREMENTS:

- A. Applicant must be of legal working age and possess a bachelor's degree in communication, journalism or related field.
- B. Experience: Prefer at least three years in communications and/or journalism background.
- C. Skills and Abilities: Must possess excellent verbal and communication skills. Must have excellent command of the English language. Must be able to work without direct supervision. Must possess a working knowledge of word and desktop publishing. Must be creative in developing ideas for communication purposes.
- D. Other: Must be willing to travel overnight and attend after-hour functions.

Notice: All of the essential functions listed for this position do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of any given position may change or be temporarily altered based on the business needs of Fairfield Electric Cooperative, Inc. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Notice: All requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

Notice: This position is a bona fide position under the provision of the Fair Labor Standard Act and is not subject to overtime hours and premium pay.