

## **Sheridan Electric Position opening**

### **“Member Service and Marketing”**

With the promotion of Josh Johnson into the Operations Manager position, we will have an immediate opening for a Member Service and Marketing position.

The application date starts August 4, 2025, with a closing date of August 15, 2025.

The successful applicant will be in place January 2<sup>nd</sup>, 2026; however, we will hire prior to that date for an outside applicant who may be successful.

All interested individuals within the Sheridan Electric Collective are encouraged to apply, however this will also be open to outside considerations.

The job description is attached but will contain some changes from what we have seen in the past 15 years or so, something streamlined and more efficient.

Please note the changes within the job description, which make the change from a manager position to a non-manager position. (There will not be any employees to manage, thus the change.)

This is a non-union position.

However, this position will report directly to the General Manager, be involved in all upper-level staff meetings, and give comprehensive reports to the board during board meetings.

Cover Letter and Resumes sent to Scott Westlund prior to close date.

The wage will be \$42.00/hr.

Benefits include Health insurance, pension, and a 401K retirement plan.

SHERIDAN ELECTRIC CO-OP. INC.

**JOB DESCRIPTION**

**JOB TITLE: MARKETING & MEMBER SERVICES**

**EXEMPT (Y/N):** No

**LOCATION:** Medicine Lake

**SUPERVISOR:** General Manager

**DATE:**

**SUMMARY:**

Develops, coordinates, and directs public relations activities for the Cooperative. These Public relations include, but are not limited to, all school activities, education of the cooperative business model, teaching life skills to students across the region, writing the center pages for Rural Montana magazine and communicating energy efficiency tools for the members.

This is a member communications position designed to communicate with members, communities and outside entities looking to start a conversation to build load within this region.

Fluent in social media of all nature, this position is the communicator for both the membership and the cooperative.

This position will evolve continuously, be fluid in nature, and use the strengths of the individual employed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following;

Maintains good member relations by keeping members informed of Cooperative policies, operations, and other items of interest through timely use of newsletters and other means of communication.

Develops and directs implementation of member programs to educate and inform the membership and advises them on ways to conserve energy.

Develops, implements and monitors marketing programs, aimed at increasing the efficient use of electric energy, by members of the Cooperative.

Develops and recommends advertising and community relations programs and continually reviews to assure the programs are contributing to the Cooperatives objectives.

Investigates, resolves and reports member inquiries and complaints in a timely manner.

Advises members of Cooperative programs available to assist them in the efficient use of electric energy.

Develops and implements member safety awareness program.

Develops and implements member and youth activities to promote good public relations and gain support for the Cooperative and the Rural Electric Program.

Develop and maintain school programs that enhance the legacies of future employees for this region.

Develops and coordinates economic development activities of the Cooperative.

Coordinates and participates in the Cooperatives Annual Meeting and other meetings.

Develops, implements and monitors programs to ensure that the Cooperative is making efficient use of electric energy in its own facilities.

Assists with the collection of past due accounts when requested.

Promotes positive relationships with co-workers, Cooperative members and members of the Cooperatives Board of Trustees.

Performs other duties as may be assigned by the supervisor.

#### **SUPERVISORY RESPONSIBILITIES:**

There are no Supervisory responsibilities

#### **SUPERVISION RECEIVED:**

This position will not be constantly supervised but will report to the General Manager. The methods and procedures are clear and supported by policy but will require creativity and seasoned judgment. A drive towards perfection, whether deemed by the General Manager or the individual, should be clear and achievable.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Higher education is preferred, but not mandatory, in a related field and 3 or more years of progressively responsible job-related experience or the equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and articles converting technical information to a level understood by others with a less technical understanding. Ability to effectively present information and respond to questions from co-workers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Must possess a valid Montana driver's license.

**OTHER SKILLS AND ABILITIES:**

Thorough knowledge of public and customer relations; thorough knowledge of effective advertising, marketing and promotional techniques; working knowledge of personal computer systems; ability to communicate with co-workers and members in a courteous and professional manner; some knowledge of the rural electric programs; and some

familiarity with the Cooperatives Policy and Service Rules and the National Electrical Safety Code would be desired.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms; and talk and hear. There is frequent travel associated with the duties of the position.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Normally there are no risks beyond those associated with normal office activities except that the position does require travel on a regular basis and occasionally the employee is exposed to outside weather conditions or to the risk of electrical shock.

The noise level in the work environment is usually moderate.

**DATE REVIEWED:**

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