



Communication & Design Assistant

Communications Department | Full-Time Non-Union Position



About Us

Southeastern Indiana REMC is a not-for-profit, member-owned rural electric distribution cooperative in southeast Indiana.

Our mission is to safely provide reliable electricity and diversified services to the members and communities we serve.

Do you want to work in a service-oriented environment where you will be challenged, rewarded AND inspired? Come work with top performers at Southeastern Indiana REMC to make a real difference in the quality of life in southeast Indiana. We are the second largest rural electric cooperative in the state of Indiana, and we want to hear from you!

This position assists in planning and preparing internal and external publications and marketing materials to enhance the understanding of Cooperative programs and policies and assists in planning and conducting public relations programs designed to create and maintain a favorable public image for the Cooperative.

COOPERATIVE FACTS

Headquarters Location

Osgood, Indiana

Number of Members: 23,258

Number of Meters: 27,590

Miles of Energized Line: 3,241

Members Per Mile of Line: 7

Meters Per Mile of Line: 8

Do these things interest you?

- Writing
- Graphic Design
- Web Development
- Social Media Management
- Photo Editing
- Videography
- Advertising

What we look for:

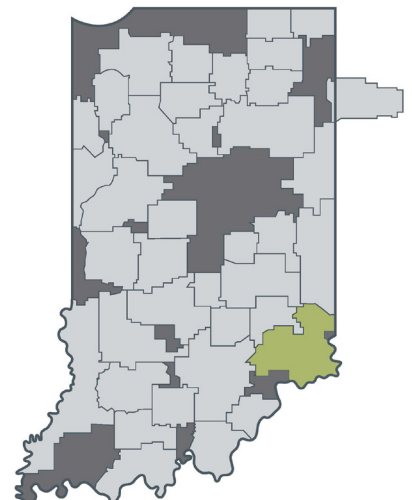
- Associate degree in Marketing, Communications, Graphic Design, or related field.
- Proficiency in Adobe Creative Cloud and Microsoft Office 365 applications.
- Excellent written and verbal communication skills, interpersonal skills, organizational skills, presentation skills, and video and photography skills.
- Critical thinking skills, able to make logical decisions under pressure, meet deadlines, and solve problems in an independent or group setting.
- Ability to work in a team setting and adhere to prescribed process and visual brand standards.

SEIREMC offers excellent benefits including competitive compensation, 401K match program, health insurance, wellness program, an employee assistance program, and a tuition reimbursement program. Our benefits are designed to care for you and your family - to keep you healthy - physically, emotionally, and financially.

If you are interested in this great opportunity and meet the qualifications, apply confidentially through the SEIREMC website - www.seiremc.com/content/careers

COUNTIES SERVED

Dearborn, Franklin, Jefferson, Jennings, Ohio, Ripley, and Switzerland



Equal Opportunity Employer