



MODERN
Electric Water Company
reliably serving the Spokane Valley since 1905

OPEN POSITION

JOB TITLE: GOVERNMENT RELATIONS/COMMUNICATIONS COORDINATOR

JOB TYPE: REGULAR FULL-TIME/ EXEMPT

SALARY: \$68,000-\$75,000

HOURS: MONDAY-FRIDAY 7:30 A.M. to 4:00 P.M.

This position will remain open until filled.

Modern Electric Water Company is a customer owned, not-for profit corporation, engaged in providing high quality, economical electric and water utility services for the benefit of residents and businesses in the Spokane Valley.

We are searching for a full-time Government Relations/Communications Coordinator to join our team. This full-time position receives a competitive salary commensurate with experience and position responsibilities.

The Government Relations and Communication Coordinator's primary function is to develop and implement internal and external communication and outreach programs in support of the organization's initiatives and strategic goals. Serves as a resource on a variety of communications matters including customer relations, community and shareholder outreach, employee engagement, social media engagement, and public affairs. This position is required to perform with limited direct supervision and to communicate at a professional level with management, other department staff, Board Members, legislators, and the community.

As a full-time Government Relations/Communication Coordinator, you would be eligible for an excellent benefits package, including medical, dental, life insurance, short-term and long-term disability, a 457 deferred compensation plan with a company match provision, paid holidays and paid personal time off. If this sounds like the career opportunity that you have been looking for, apply today!

How to Apply:

Interested individuals must submit a Modern Electric Water Company employment application and a current resume. We ask that you please include a cover letter indicating why you are interested in this position and what you can contribute, based upon your experience and education. Please forward your resume, application, and cover letter via email to hr@modernelectricwater.com with Government Relations/Communication Coordinator as the subject line. Resumes, applications, and cover letters may also be sent to Modern Electric Water Company, Human Resources Dept., P.O. BOX 14008, Spokane Valley, WA 99214.

Hiring Process: After review of initial applications, selected applicants will be contacted for additional information and possible interview. Final applicants will be required to complete a drug screening.

Knowledge:

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.

Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Mathematics - Ability to complete accurate mathematical calculations as may be required for the position.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics - Knowledge of electronic equipment, and computer hardware and software, including applications and programming. Must be proficient with Microsoft Office Suite, web page creation and editing software, desktop publishing software, graphics and photoimaging software and presentation software.

Skills:

- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Speaking** - Talking to others to convey information effectively.
- **Writing** - Ability to compose correspondence and other official materials in writing as appropriate for the needs of the audience.

Education & Training Qualification Requirements:

Minimum Qualifications

- Bachelor's degree in Business Administration, Public Affairs, Communications, Political Science, or related field.
- Minimum of four (4) years' work experience.
- An equivalent combination of experience and education may be qualifying.
- Legislative experience.

Preferred Qualifications:

- Experience working within utility industry is preferred.

Additional Requirements

Any offer of employment made for this position is contingent upon successfully completing and passing all pre-employment screenings.

Modern Electric Water Company's Commitment to Equal Opportunity

Modern Electric Water Company does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or related condition (including breastfeeding), or any other basis protected by law. Employment at Modern is based solely on a person's merit and qualifications directly related to professional competence.

Modern Electric Water Company is committed to providing access and reasonable accommodation for qualified individuals with disabilities in the job application, interview process and to perform the essential functions of the job whenever possible. For more information or to request disability accommodation in the application process and/or interview process please contact Human Resources via email at

hr@modernelectricwater.com or 509-928-4540.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.