

JOB POSTING

POSITION VACANCY

Communications/Member Relations Specialist
(Non-Exempt – Hourly Position)

Opening Date: July 22, 2026
Closing Date: August 5, 2026

Clarke Electric Cooperative, Inc. has an opening for a full-time hourly Communications/Member Relations Specialist position in our Osceola office. This position is responsible for providing excellent member service through professional interaction with members, customers, co-workers, and the public. Working under the supervision of the Manager of Member Services and Communications, the Communications/Member Relations Specialist will assist with the development and implementation of a comprehensive communications plan, including support for social media accounts and the public website. This position will also assist the billing department with receiving payments, processing cash transactions, and supporting member relations functions.

EDUCATION & EXPERIENCE

Required: High school diploma or equivalent. Candidates should possess the ability to communicate professionally and effectively with members, customers, co-workers, and business professionals. **Preferred:** Two years of clerical, business, communications, or related education beyond high school; experience with professional social media platforms; and graphic design experience.

SKILLS

The successful candidate must demonstrate excellent written, verbal, interpersonal, and member service skills. The position requires initiative, dedication, confidentiality, attention to detail, a positive attitude, and the ability to work professionally with employees, members, and business professionals. Proficiency with Microsoft Office applications is required; experience with InDesign and/or Canva is preferred. The candidate must be able to quickly learn and effectively use new software programs and must possess strong organizational and record-keeping skills.

DUTIES

The Communications/Member Relations Specialist is responsible for accurately and professionally communicating with members and supporting the cooperative's member relations efforts. Duties include, but are not limited to:

- assisting with member inquiries; and
- preparing and coordinating member communications; and
- supporting social media, website, newsletter, press releases and other communication platforms; and
- receiving payments and processing cash transactions; and
- maintaining accurate records; and
- providing support for billing and member relations functions as needed





CLARKE
ELECTRIC COOPERATIVE, INC.

P.O. Box 161
1103 North Main
Osceola, IA 50213-0161
Tele: 641 342 2173
FAX: 641 342 6292
www.cecnet.net

BENEFITS

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefit package, including paid time off, medical, and retirement options.

TO APPLY

Interested applicants should submit an application, cover letter and resume to:

Clarke Electric Cooperative, Inc.

Attn: Jodee Eckels

POB 161, 1103 N Main St.

Osceola, IA 50213

jeckels@cecnet.net

Clarke Electric Cooperative, Inc. is an Equal Opportunity Employer.



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