



## **Graphic Design and Communications Coordinator**

Midland Power Cooperative is seeking a passionate communicator eager to apply their graphic design and copywriting skills to help tell the Midland story. As an integral part of the co-op's communications team, you will head up the creation and production of our hardcopy publications and work to expand our digital member outreach efforts.

Based in beautiful Boone, Iowa, Midland Power Cooperative prides itself on being a forward-thinking cooperative committed to our employees' work-life balance. We offer a generous benefit package and a competitive salary.

The position is conveniently located just off Hwy 30 near Ledges State Park with close access to excellent schools, quality healthcare, Iowa State University, and all the amenities of both Ames and Des Moines.

Essential job functions:

- Develop, write, and paginate the bi-monthly member newsletter.
- Create, post, and monitor content across our social media platforms.
- Design high quality graphics and content for use in both hardcopy and digital materials.
- Create and distribute monthly direct-to-member mail and email communications.
- Review and update website content.
- Assist with event planning, promotion, and staffing to enhance Midland's image within our communities.

Skills:

- A solid working knowledge of Adobe Creative Suite software: Illustrator, InDesign, Photoshop, Premiere, etc.
- Proven graphic design experience.
- Demonstrated understanding of the principles of design, typography, color theory and print production.
- Knowledge of journalistic principles and AP style.
- Exceptional organizational skills with the ability to multitask and manage a range of responsibilities and competing priorities.
- Excellent verbal/written communication skills as well as exceptional listening skills.

- Proven problem-solving skills and business acumen.
- Team oriented with ability to flex in support of timelines and assist peers as needed.
- Associates Degree in communications, marketing, graphic design, or similar field required. Bachelor's Degree preferred.

All applicants are required to submit a portfolio of you published work. The portfolio should contain three to five writing samples and three to five graphic design samples demonstrating your ability to work across a variety of mediums. Samples created as part of college level classes are also acceptable.

Midland Power offers a generous benefit package including:

- Vacation and Sick Leave Package
- Competitive Health Insurance Package
- Vision & Dental Insurance
- 401(k)
- RS Pension Plan
- 125 Flexible Spending Plan

For more information about the position, please contact Ryan Henn, Director of Communications, Marketing, and Energy Services at 515-901-2123 or [rhenn@midlandpower.coop](mailto:rhenn@midlandpower.coop).

#### **DISCLAIMER STATEMENT**

The preceding job description has been written to reflect management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. All Applicants who are selected for a position within Midland Power are required to pass a physical examination, drug screen, and background check.

*Midland Power Cooperative is an equal opportunity provider and employer*

Applicants can submit their resume and portfolio of work by emailing [cbachman@enovus.coop](mailto:cbachman@enovus.coop).