

Events & Engagement Specialist

Are you a master of memorable moments, a storyteller with a camera, and a champion of community spirit? Freeborn Mower Electric Cooperative (FMEC) is looking for an Events & Engagement Specialist who can turn everyday gatherings into unforgettable experiences. From planning our annual meeting to capturing the heart of our local initiatives, you'll be the energy behind the scenes. If you thrive on creativity, love connecting with people, and can juggle logistics like a pro, we'd love to see how you can help us shine even brighter.

The Events & Engagement Specialist plays a key role in leading FMEC's community event initiatives, engagement strategies, and cooperative outreach. This position ensures that all events and member interactions reflect FMEC's mission and values, while leveraging digital media and graphic design for promotion and storytelling. The ideal candidate is highly organized, detail-oriented, and experienced in event logistics, digital content creation, and marketing coordination.

A bachelor's degree in Event Management, Communications, Public Relations or a related field is preferred, or equivalent experience is acceptable. This is a non-union, non-exempt, full-time position with a 40-hour minimum work week. Must have flexibility to work some evenings and weekends as event schedules require.

Pay range and benefits offerings include:

- Starting pay range \$24-\$26 / per hour
- Paid vacation and sick leave
- 8 holidays per year
- Medical, prescription drug, dental, life insurance and long-term disability plans
- Retirement plan
- Health Savings Account and tax-free expense account for dependent care
- Resources that provide support and promote physical, emotional, social and financial well-being

Interested parties should complete the application form found on this page and submit or mail, along with a current résumé to:

Freeborn Mower Electric Cooperative
Attn: Human Resources
PO Box 611, Albert Lea, MN 56007

DEADLINE TO APPLY: End of business on Monday, August 11, 2025

Freeborn Mower Electric Cooperative is an equal opportunity provider and employer.

Objectives

Freeborn Mower Electric Cooperative (FMEC) is committed to providing high-quality electric services at competitive prices. FMEC promotes a people-centered culture where employees make a meaningful impact every day. We are a dynamic and innovative cooperative that values teamwork, integrity, and excellence.

The Events & Engagement Specialist leads FMEC's community event initiatives, engagement strategies, and cooperative outreach. This position ensures that events and member interactions reflect FMEC's core mission while leveraging digital media and graphic design for event promotion and storytelling. The ideal candidate is highly organized, detail-oriented, and experienced in event logistics, digital content creation, and marketing coordination.

Reports To: Communications Manager under the supervision of the Director of Cooperative Relations.

Responsibilities

Event Management & Logistics

- Plan, organize, and execute FMEC member meetings, annual gatherings, and cooperative events.
- Coordinate event logistics, including venue selection, scheduling, vendor contracts, promotional materials, budgeting, and post-event reporting.
- Ensure events align with FMEC's strategic goals, fostering strong member engagement.
- Work closely with vendors, partners, and community stakeholders to streamline event operations.

- Additional tasks may be assigned based on your knowledge, skills, and abilities, or for which you have received training.

Community Engagement & Outreach

- Assist in developing marketing strategies for events, including social media promotions, digital advertising, and outreach campaigns.
- Provide on-location coverage, capturing event photography, videography, and live social media updates.
- Assist in coordinating youth programs, volunteer projects, and local initiatives to strengthen FMEC's presence in the community.
- Build and maintain relationships with community leaders, school programs, and local organizations to support cooperative outreach.

Graphic Design & Digital Media

- Create event promotional materials, including flyers, posters, invitations, and branding assets.
- Capture and edit photography and video content to highlight events and storytelling initiatives.
- Manage FMEC's digital assets for historical event documentation and reuse in future campaigns.
- Assist in the layout and design of newsletters and annual reports that include event highlights.

Administrative & Cooperative Initiatives

- Track event attendance, member feedback, and engagement metrics, using insights to improve future programming.
- Maintain timely updates to FMEC's website with event schedules, photos, and recaps.
- Support internal teams with event planning, marketing strategies, and presentation visuals.
- Ensure accessibility standards are met for event-related digital content to engage a broader audience.

Qualifications & Skills

- A bachelor's degree in Event Management, Communications, Public Relations, or a related field is preferred, or equivalent experience is acceptable.
- Strong organizational, logistical, and project management abilities, with experience in large-scale event coordination.
- Proficiency in Adobe Creative Suite, Canva, Microsoft Office, and social media marketing tools.
- Experience in photography, videography, and digital content creation.

- Excellent interpersonal and communication skills for engaging with members, vendors, and community leaders.
- Ability to work in high-pressure environments while managing multiple projects simultaneously.
- Flexibility to work some evenings and weekends as event schedules require.

Physical Characteristics

Must be able to perform the essential functions of this position with or without reasonable accommodation and must present a neat, businesslike appearance.

FMLA Status

This is a non-union position and is non-exempt under the FLSA Labor Standards Act. Daily timesheets will be maintained.

This is a full-time position, requiring 40 hours per week.

Physical Demands

Activity - Percentage of Time

Bending	0	10	20	30	40	50	60	70	80	90	100
Squatting	0	10	20	30	40	50	60	70	80	90	100
Crouching	0	10	20	30	40	50	60	70	80	90	100
Pushing/Pulling	0	10	20	30	40	50	60	70	80	90	100
Reaching above shoulder level	0	10	20	30	40	50	60	70	80	90	100
Sitting	0	10	20	30	40	50	60	70	80	90	100
Standing	0	10	20	30	40	50	60	70	80	90	100
Twisting	0	10	20	30	40	50	60	70	80	90	100
Walking	0	10	20	30	40	50	60	70	80	90	100

Must Be Able To - Percentage of Time

Reach Overhead	0	10	20	30	40	50	60	70	80	90	100
Consistently move on your feet	0	10	20	30	40	50	60	70	80	90	100
Wear PPE	0	10	20	30	40	50	60	70	80	90	100
Climb Ladders	0	10	20	30	40	50	60	70	80	90	100
Lifting in Awkward Positions	0	10	20	30	40	50	60	70	80	90	100

Lifting

From Floor

From Waist

Overhead

Up to 10 lbs.	Frequently	Frequently	Occasionally
11 - 24 lbs.	Occasionally	Occasionally	Rarely
25 - 34 lbs.	Rarely	Rarely	Rarely
35 - 50 lbs.	Rarely	Rarely	Rarely

51 - 75 lbs.	Rarely	Rarely	Rarely
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<u>Carrying</u>	<u>Distance</u>	<u>Hours/Day</u>	
Up to 10 lbs.	150 ft	1	Frequently
11 - 24 lbs.	100 ft	1	Occasionally
25 - 34 lbs.	10 ft	0.25	Rarely
35 - 50 lbs.	10 ft	0.25	Rarely
51 - 75 lbs.	10 ft	0.25	Rarely

<u>Pushing/Pulling</u>	<u>Distance</u>	<u>Hours/Day</u>	
Up to 10 lbs.	50 ft	1	Occasionally
11 - 24 lbs.	50 ft	1	Occasionally
25 - 34 lbs.	10 ft	0.25	Rarely
35 - 50 lbs.	10 ft	0.25	Rarely
51 - 75 lbs.	10 ft	0.25	Rarely

<u>Simple Grasping</u>	Right Hand	Yes
	Left Hand	Yes

<u>Firm Grasping</u>	Right Hand	Yes
	Left Hand	Yes

<u>Pushing/Pulling</u>	Right Hand	Yes
	Left Hand	Yes

<u>Fine Manipulation</u>	Right Hand	Yes
	Left Hand	Yes

<u>Repetitive Movements</u>	Right Hand	Yes
	Left Hand	Yes
	Right Foot	No
	Left Foot	No

<u>Work Environment</u>	
Outside	Rarely
Inside	Frequently
Air Conditioned	Frequently
Smoke-Free Area	Frequently
Fumes	Rarely
Ground Level	Frequently
Use of Stairs	Rarely
Work in dusty conditions	Rarely
Work with computers	Frequently

Work with other persons	Frequently
Work with member	Frequently