Public Relations & Communications Specialist

TrioTel Communications, Inc. | Salem, South Dakota | Full-Time

Help Tell the TrioTel Story.

TrioTel is looking for a creative, confident, organized and people-oriented individual to join our team as a **Public Relations & Communications Specialist**.

This person will serve as a key point of contact for TrioTel's **public relations, communications, marketing and community outreach efforts**. You'll help tell the TrioTel story, build relationships within our communities, communicate with customers and members, and represent TrioTel in a positive and professional way.

This is a great opportunity for someone who enjoys **writing, connecting with people, being creative and getting involved in the community**.

What You'll Do

- Serve as TrioTel's primary point of contact for public relations and external communications.
- Develop news releases, announcements, newsletters, customer communications and other materials.
- Build relationships with local media, community organizations, businesses and other community partners.
- Identify and tell stories that highlight TrioTel's people, services, community involvement and cooperative mission.
- Manage content for TrioTel's website, social media, email and other communication channels.
- Help promote TrioTel's products and services through marketing campaigns and creative communications.
- Represent TrioTel at community events and activities.
- Prepare presentations and informational materials for management, employees and customers.
- Coordinate with outside marketing and creative vendors as needed.
- Help explain telecommunications and technology in a clear and easy-to-understand way.
- Assist with customer and employee communications and special projects.
- Identify opportunities to strengthen TrioTel's visibility, reputation and relationships within the communities we serve.

What We're Looking For

We're looking for someone who:

- Has excellent written and verbal communication skills.
- Enjoys writing and communicating with a variety of audiences.
- Is comfortable representing an organization publicly and building relationships.

- Is creative, professional and detail-oriented.
- Has strong interpersonal and customer service skills.
- Can manage multiple projects and meet deadlines.
- Is comfortable working independently and taking initiative.
- Has strong computer skills and experience with social media and digital communication.
- Is comfortable learning new technology and telecommunications services.
- Enjoys being involved in the community and working as part of a team.

Experience in **public relations, communications, marketing, journalism, media, customer relations or a related field** is preferred. A combination of education and experience will be considered.

Why TrioTel?

TrioTel is a local telecommunications cooperative committed to providing reliable technology and exceptional service to the communities we serve.

This isn't just a marketing job. You'll have the opportunity to **become the voice of a local cooperative, build relationships throughout our communities, work closely with management and help shape how TrioTel tells its story.**

Your work will be visible, your ideas will matter, and you'll have the opportunity to make a meaningful impact.

What We Offer

- **$50,000–$65,000 annual salary, depending on qualifications and experience, plus a comprehensive benefits package**
- Health, dental and vision benefits
- Retirement benefits
- Paid time off
- Supportive, local work environment
- Opportunities to grow and take on new responsibilities
- Opportunity to make a difference in the communities we serve

Interested in Joining Our Team?

If you're a strong communicator who enjoys writing, building relationships, telling stories and being involved in the community, we'd love to hear from you.

Please email your **resume and a brief cover letter** explaining your communication experience and why you think you'd be a good fit for TrioTel to **heatherk@triotel.com. Position open until filled.**

TrioTel is an Equal Opportunity Employer.