

## About ACT Ohio:

The Affiliated Construction Trades of Ohio (“ACT Ohio”), a subsidiary of the Ohio State Building & Construction Trades, provides the state’s construction industry with important information that enables best practices in construction across Ohio. Additionally, ACT Ohio seeks to educate the public and elected officials on building trades public policy issues. ACT Ohio also conducts multiple information-gathering and sharing functions to ensure the most accurate information is disseminated among its membership. Additionally, the organization provides research and legal services to its affiliated local unions.

## Position:

ACT Ohio is seeking an experienced and dedicated individual to join its staff as a Marketing & Communications Specialist. The position will require extensive experience with both building and executing external and internal marketing plans for trade associations or similar organizations. In addition to a building marketing/communications plan, a well-qualified applicant should be comfortable with managing day to day projects including; creation of PowerPoint presentations for other staff members, drafting of newsletter articles, drafting of blog posts, drafting of press releases/advisories, and maintain active organizational social media presence. Public speaking experience and comfort is a requirement of this position.

In addition to acting as the primary marketing and communications member of the ACT Ohio staff, the position will be required to provide auxiliary support to the Legal & Research Department. This support will include working with the staff Legal counsel on member research requests. These projects may include; contractor research reports, prevailing wage and Davis-Bacon investigations, Freedom of Information Act requests, and administrative law analysis.

The position will include some membership duties, including the maintenance of project databases, drafting of correspondence, data entry, and other administrative projects as needed.

The Marketing & Communications Specialist will be based in Columbus, Ohio.

To be considered, candidates should demonstrate:

- (i) Strong inter-personal skills
- (ii) Experience developing and executing organization media/marketing plans
- (iii) Experience using LexisNexis and other research services
- (iv) Experience using Microsoft Word, Excel, Power Point
- (v) Knowledge of state government and/or the construction industry is a plus
- (vi) Strong writing and analytical skills
- (vii) Understanding of earned media plans
- (viii) Experience drafting press releases/advisories
- (ix) Public speaking experience
- (x) Understanding and commitment to the labor movement is a plus

The minimum education qualification for this position is a bachelor's degree.

Salary & Benefits:

- Salary is commensurate with experience (cover letter should include salary expectations)
- Benefits package includes medical, dental, vision, employer paid annuity and employer matched 401K
- This position is represented by a staff bargaining unit
- Generous holiday and leave policy

To Apply:

E-mail a cover letter (with salary expectations), detailed resume, communications writing sample, and three professional references. (please do not exceed 5 pages writing sample)

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*ACT Ohio is an equal opportunity employer.*