



Position: Communications Manager  
Reports to: Executive Director  
Salary: Commensurate with experience  
Benefits: Health, dental, vision, and paid time off  
Status: Full-time exempt position (40 hours)  
Location: Columbus, Ohio

**Organization:**

NARAL Pro-Choice Ohio is dedicated to building and sustaining a constituency that uses the political process to guarantee access to reproductive healthcare for every Ohioan, including preventive care, family planning, sexuality education, prenatal and postnatal health care, and safe, legal abortion. NARAL Pro-Choice Ohio is a grass-roots 501(c)(4) advocacy organization. Two additional affiliated organizations help advance NARAL Pro-Choice Ohio's mission. The NARAL Pro-Choice Ohio Foundation conducts public education and research intended to increase public awareness of relevant reproductive health care issues. The NARAL Pro-Choice Ohio PAC is a political action committee that conducts direct electoral work with and for pro-choice candidates.

**Position:**

NARAL Pro-Choice Ohio seeks an energetic, strategic, and innovative person to serve as its Communications Manager. The Communications Manager is responsible for the traditional, paid, social and new media plans for NARAL Pro-Choice Ohio, NARAL Pro-Choice Ohio Foundation and NARAL Pro-Choice Ohio PAC. The Communications Manager works directly with the Executive Director to create, manage, and execute a comprehensive communications plan.

**Communications Responsibilities:**

- Oversee communication operations – including paid, earned, social and new media
- Develop relationships with reporters, pitch stories to media, look for opportunities to promote organization and write press releases and other materials for publication
- Capitalize on earned media opportunities
- Maintain and grow social media efforts including Facebook, Twitter, and YouTube
- Manage email program, draft and submit email action alerts to members and activists in coordination with policy, development, and organizing staff
- Create video, meme and other electronic media content
- Manage the organization's website
- Design and write content for newsletters, brochures, and other print and digital organizational materials
- Analyze communications results to assess effectiveness
- Coordinate with staff to ensure cohesive execution of priority programming
- Supervise interns and volunteers to complete communications duties
- Other duties as needed





**Ideal candidate will possess the following qualities and skills:**

- Strong commitment to reproductive rights and justice
- Excellent oral and written communication skills
- Understanding of social media trends and how to build effective social media campaigns
- Minimum two years experience in communications, specifically for a political or not-for-profit organization
- Proficiency in Microsoft Office, PhotoShop, InDesign, and video editing software
- Working knowledge of political environment of Ohio
- Research experience a plus
- Exceptional organizational skills, attention to detail and strategic thinking
- Superior work ethic
- Ability to independently manage several projects at one time, set priorities and follow a strategic plan
- Flexibility in work environment
- Ability to communicate effectively and diplomatically and to build positive relationships with staff, volunteers, board members, and NARAL Pro-Choice Ohio members
- Bachelor's Degree or equivalent experience
- Must have reliable transportation, current auto insurance and valid driver's license

Some evening and weekend hours and periodic travel around the state required. Position is based in our Columbus, Ohio office. To apply: Please submit a cover letter, resume, three references, salary requirements, and a writing sample to Kellie Copeland at [kellie@prochoiceohio.org](mailto:kellie@prochoiceohio.org) by October 3, 2014. **No calls please.** NARAL Pro-Choice Ohio is an equal opportunity employer and encourages people of color, persons with disabilities, and LGBT individuals to apply.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION.