

Position Description – Communications Coordinator

Hours

This is a full-time salaried position. It is anticipated that the majority of work will be done Monday through Friday; however, specific events may require evening and/or weekend hours.

Minimum Qualifications and Skills

- Bachelor's degree in communications, marketing, journalism, English or a related field.
- Excellent writing skills required for editorial, persuasive, and technical applications.
- Ability to develop and execute plans and processes to implement strategic goals.
- Ability to use various communications platforms, including social media and e-mail marketing.
- Ability to use industry-standard software titles on a daily basis, including Adobe Photoshop, Illustrator, InDesign, Final Cut Pro, Microsoft Office, etc.
- Ability to work independently in a fast-paced environment.
- Ability to work on multiple projects at one time and manage competing deadlines.

Salary

Salary to be established commensurate with experience.

Benefits

Medical insurance available consistent with OACB Policy; universal leave time, paid holidays, and other fringe benefits as defined by Board Policy.

Typical Job Duties

Publications

- Assists the Communications Director in writing, formatting, and editing articles/stories in DD Advocate Magazine and other Association publications, including letters, brochures, fact sheets, and other printed and electronic materials.
- Collects "member update" content from all boards for publication in DD Advocate Magazine.
- Serves as primary advertising salesperson for Association publications.
- Maintains current, accurate distribution databases for Association publications.
- Assists with photography and video production tasks at Association and member events/programs.
- Assists in the implementation of communications measurement tools and the creation of communications effectiveness reports for distribution to staff and the board of trustees.
- Assists in the development of an annual editorial calendar for Association publications and communications channels.
- Writes original content for OACB electronic publications, such as Insider, PolicyBrief, MemberLink, Affiliate Marketplace, etc.
- Aggregates content (such as news articles, member updates, etc.) from third parties for distribution through various electronic publications (see above).
- Formats electronic publications through Constant Contact and Voter Voice platforms.

Member Relations

- Creates reports using member management software for distribution to staff, trustees, and members.
- Maintains updated and accurate member and stakeholder contact information within member management software and other software platforms (such as Constant Contact and Voter Voice).
- Assists with the implementation and analysis of member satisfaction surveys, prepares reports documenting results

Affiliate Members

- Assists in preparation and distribution of collateral materials regarding affiliate member program, requirements, and benefits.
- Assists in recruitment of new members through existing and non-existing relationships.
- Oversees scheduling and implementation of annual meeting schedule and quarterly check-ins with affiliates by OACB staff members.
- Oversees billing and invoicing of member dues, processing of member certificates.
- Oversees editorial calendar and scheduling of stories for Affiliate Marketplace e-mail publication.

Web site and Social Media

- Assists the Communications Director in implementing an annual editorial calendar for the Web site and social media platforms, including research, editing, writing, and formatting of stories based on original content and
- Maintains the Association's Job Bank on the Web site, including approval of requests, editing, and removal of expired requests.
- Maintains member contact information on "public" view of Member Directory.

Events

- Collects speaker information, photographs, biographical information, session information, and other content for inclusion in OACB event publications.
- Assists with formatting event publications and announcements/promotional materials.
- Creates event registration forms, facilitates continuing education credit processing, conducts member surveys regarding events
- Monitors ongoing registration, serves as troubleshooting resource for registrants throughout process.
- Assists with creation of collateral materials for on-site event functions.

INTERESTED APPLICANTS SHOULD SUBMIT A RESUME AND WRITING SAMPLE TO:

Adam Herman
Communications Director
aherman@oacbdd.org
(614) 431-0616

Position Location:
73 E Wilson Bridge Rd, Suite B1
Worthington, OH 43085

DEADLINE TO APPLY IS AUGUST 5, 2014.