

**Ohio Constitutional Modernization Commission
Communications Director**

Job Description

Position: Communications Director

Status: Full-time, exempt

Location: Columbus, Ohio

General Description

The Communications Director of the Ohio Constitutional Modernization Commission plans and administers the overall public information/involvement program for the Commission, creates and disseminates educational and informational material reflecting Commission activities, and performs related program activities. Examples: develops, prepares, types, proofs and issues news releases and/or public advisory group announcements and/or speeches to media; develops and presents information and educational displays, programs, materials and/or speeches to media; writes, types, edits and performs lay-out work on publications, articles and/or newsletters; assists with coordination of special projects.

Advises and consults with Commission Co-Chairs and the Executive Director and staff regarding public relations aspects; serves as resource person for information on positive public presentation of Commission programs and activities; responds to written and/or telephone requests for speeches and/or presentation; delivers speeches and gives presentations.

Other duties as assigned.

Primary Responsibility

The Communications Director of the Commission together with Commission staff will assist the Commission in its communication with the public and state and local government officials on the work of the Commission. The Director of Communications, in conjunction with in-house IT, will maintain the Commission's website and other online social media outlets.

Knowledge, Skills, and Abilities

The Communications Director shall have knowledge of public relations; journalism (e.g., newswriting, reporting and editing); communication (e.g., multi-media techniques); Skill in typing or word processing. Ability to deal with many variables and determine specific action; prepare and deliver speeches to specialized audiences and general public; use proper research methods in gathering data; write and/or edit articles for publication; handle sensitive inquiries from and contacts with officials and general public.

Qualifications

The Communications Director must have a bachelor's degree or higher or applicable experience of at least five years (a degree in Communications or Journalism would be a plus, but is not required). The preferred candidate will have demonstrated commitment to public service; experience with public multi-media techniques; experience in the private sector, government, academia, or policy advocacy; passion for the work of the Commission; excellent writing skills (for a variety of audiences including legislative, journalistic, and public); excellent research skills, creativity,

versatility, and flexibility; organizational skills; and the ability to deal with diverse interests and to coordinate work effectively with other entities.

Salary and Benefits

Salary will be commensurate with experience, and include a standard benefits package.