

# Public Relations Coordinator

## **DUTIES:**

Generally, coordinate the public relations agenda for the State Association in order to raise awareness among our members and the public about township government. This will consist primarily of working with the media, event planning, publications, and an annual membership drive.

- Media Relations
  - Coordinate all communications with the media and serve as their primary contact for quotes and background information.
  - Prepare regular press releases for distribution to media and OTA members.
  - Facilitate education of Association members related to media relations so that they can foster relationships with their local media.
- Publications
  - Managing Editor for *Ohio Township News*, Association's bi-monthly magazine.
    - Set each issue's content and solicit and write guest articles.
    - Oversee advertising, graphic design and editing.
  - Oversee production of *Grassroots Clippings* and act as a contributing author.
  - Design History and Functions brochures; press packets, OTA Video, County Association Officers Handbook and other miscellaneous publications.
  - Manage OTA social media platform including OTA website, Facebook and Twitter.
- Events
  - Attend OTA Board meetings and assist the Executive Director in preparing agenda items for pertinent board committee meetings, as well as the full Board meeting. Report to Board committees and the full Board as needed.
  - Assist with the planning of, preparation for, and promotion of the annual OTA Winter Conference and Trade Show. Attend the event, assist where needed, and take pictures and videos of its activities.
  - Assist with and attend similar OTA events when requested by the Executive Director.
- Additional tasks as required
- Willingness to promote the organization in a positive and professional manner at all times

## **SKILLS**

- Strong written and verbal communication and listening skills
- Proficient negotiation skills
- Precise attention to detail; excellent organizational skills.
- Excellent customer service skills; both verbal and written.
- Prior experience with desktop publishing
- Experience with MS Word, Excel, and Publisher; Adobe Acrobat, InDesign, Illustrator, PhotoShop, Drupal, Constant Contact, and database programs
- Ability to facilitate and coordinate projects and events; professional and self-motivated

## **SALARY**

\$40,000-55,000

Negotiable depending on experience

## **BENEFITS**

- Insurance includes health, dental, vision, life and disability
- Accrue up to 15 sick days a year; honor all government holidays; vacation time

Mail or email a letter of interest and resume to:

Matthew J. DeTemple, Executive Director  
**OHIO TOWNSHIP ASSOCIATION**  
6500 Taylor Road, Suite A  
Blacklick, OH 43004  
detemple@ohiotownships.org