



ACT Ohio Outreach and Communications Specialist

Status: Full Time, Monday – Friday

FLSA: Exempt

Location: Hybrid-remote with HQ in Columbus, OH, and satellite office in Toledo, OH; statewide travel, 50-70%.

Salary: Salary commensurate with experience; include salary requirements in cover letter. Benefits package includes: Employer-paid medical, dental, vision insurance; Employer-paid annuity; Employer-matched 401K; Generous holiday and leave policy; Excellent work environment.

ACT Ohio is seeking a skilled and dedicated individual to join its staff as **Outreach and Communications Specialist**. This position requires experience in public outreach, stakeholder engagement, and marketing-communications.

The **Outreach and Communications Specialist** will be responsible for teaching ACT Ohio's statewide 7-12 school counselor training course; delivering educational and outreach presentations; statewide event planning and staging; and assisting ACT Ohio Communications, Legal, and Government Affairs staff with member communications and database management. Public speaking expertise is a requirement of this position.

Job Responsibilities:

- Understanding the core policy priorities of ACT Ohio members;
- Works with Communications Director, Chief Legal Counsel, Executive Director and Executive Board to add value for ACT Ohio members;
- Travels to registered apprenticeship training centers to teach *Construction Trades and Apprenticeship in Ohio* course to licensed grade 7-12 school counselors, educators, and community partners;
- Represents ACT Ohio at statewide outreach and education events;
- Manage all event venue(s) and vendor relationships, and coordinates virtual/live streaming events;
- Acts as a liaison connecting ACT Ohio member unions and apprenticeship training centers with educators, students and community members in Ohio's 88 counties;
- Maintains accurate databases and distribution lists for internal and external stakeholder groups;

- Responds to recruitment leads for Building Trades employment and joint-labor-management apprenticeship training programs;
- Assists in creating presentations for ACT Ohio staff, drafting articles and blog posts, and social media management;
- Assists Communications, Legal, and Government Affairs teams to develop training and outreach presentations and event materials (letters, invitations, posters, flyers, merchandise, etc.);
- Reports on outreach projects quarterly to membership in member newsletter and quarterly Executive Board reports; and
- Maintains ACT Ohio's brand and editorial guidelines and follows quality-assurance processes for all published materials, presentations, and outreach events.

Qualifications

- Commitment to protecting the lives and livelihoods of workers in Ohio's construction industry.
- Knowledge of economic gains and equity achieved through collective bargaining agreements, and an appreciation for cultural differences represented among ACT Ohio members and stakeholders.
- Ability to travel weekly, including overnight (50-60% travel requirement on-location across Ohio).
- Possession of a valid Ohio driver's license; must be insurable to operate a motor vehicle.
- Graduation from a Joint-Labor-Management Apprenticeship Training Program with experience as a union tradesperson or union/JATC employee; or a Bachelor's degree from a four-year college or university, plus experience in communications and public relations, business and marketing, community organizing, or events management; or 10+ years professional experience in union or apprenticeship administration, print or broadcast journalism, multimedia production, teaching, education or counseling, public relations, events management, or strategic communications.
- Public speaking experience and comfort.
- Mastery of Microsoft Word, Excel; Experience with Adobe Creative, Canva, WordPress, social media management, and multi-media production preferred.
- Ability to meet deadlines, strong project management skills, and ability to prioritize multiple tasks effectively.
- Ability to complete all projects and meet quarterly goals in alignment with Communications Department objectives.

- Highly developed interpersonal communications skills (written and verbal).
- Results-driven and accountable in a complex, fast-paced environment.

To Apply:

E-mail a cover letter (with salary expectations), resume, writing and/or multimedia production samples, and three professional references to:

Kitty McConnell

ACT Ohio

kitty@actohio.org

ACT Ohio is an equal opportunity employer.

The [Affiliated Construction Trades of Ohio \(ACT Ohio\)](#), a subsidiary of the Ohio State Building & Construction Trades Council, provides Ohio's construction industry with important information that enables best practices in development across the state. ACT Ohio educates the public, educators, and elected officials on the Building & Construction Trades and Apprenticeships in Ohio. ACT Ohio conducts research to ensure the most accurate information is disseminated among its membership, stakeholders, and the public. ACT Ohio provides research, legal, and communications services to its affiliated local unions.