



## **STRONGER COUNTIES. STRONGER OHIO.**

209 East State Street, Columbus, Ohio 43215-4309

Phone: 614-221-5627 • Fax: 614-221-6986

Toll Free: 888-757-1904 • [www.ccao.org](http://www.ccao.org)

Cheryl Subler, Executive Director

### **Communications Coordinator**

The County Commissioners Association of Ohio (CCAO) is seeking to fill the position of Communications Coordinator.

The Communications Coordinator is responsible for developing and executing communications strategies that advance the mission of CCAO and its affiliated entities CORSA, CEBCO, CCAOSC, and the Research & Educational Foundation. The Communications Coordinator identifies and tells compelling stories about member programs and successes through written and visual content including articles, blog posts, videos, and press releases while building relationships with CCAO members and key county staff to stay informed of emerging topics and stories. The position also collaborates with leadership across affiliated entities to showcase program impact and implement effective communication methods.

The Communications Coordinator serves as a strategic communicator and storyteller who takes ownership of content from concept through execution, engages meaningfully with CCAO members, and works proactively across the organization to ensure all communications reflect CCAO's mission, voice, and brand.

Additional responsibilities include managing the production of key publications and annual reports from content collection and creation through design, printing, and distribution, as well as overseeing CCAO's social media presence across multiple platforms. The role encompasses photography at events, video storytelling, media relations including drafting press releases and managing inquiries, and supporting broader marketing efforts by developing promotional materials that align with CCAO's branding standards.

**Knowledge, Skills and Abilities:** The Communications Coordinator must possess strong project management skills and the ability to handle multiple priorities simultaneously in a fast-paced environment. This role requires exceptional writing ability and a talent for storytelling — particularly the ability to identify compelling narratives and translate complex information into clear, engaging content for a variety of audiences. The successful candidate is a critical thinker with keen attention to detail, a continuous learner, and someone with demonstrated experience in strategic communications and social media management. Familiarity with Adobe InDesign or similar design tools is required. Experience in graphic design, photography, videography, and member or stakeholder engagement are a plus.

**Qualifications:** Bachelor's degree with coursework in communications, public relations, journalism or related field OR extensive experience with county government and strong communications skills. Minimum of 3 years of related experience required. Valid Ohio Driver's License and the ability to meet insurance requirements. Familiarity with county government is a plus.

**Compensation:** Commensurate with experience.



Please submit letter of interest, resume, references, writing samples and, if applicable, portfolio to CCAO Outreach & Member Engagement Manager Rachel Reedy at [rreedy@ccao.org](mailto:rreedy@ccao.org) by close of business Friday, July 17, 2026.

---

**Illustrative Duties:** (The duties listed below are intended to depict some tasks performed by this position.)

#### **Strategic Communications & Member Spotlight**

- Build and execute a strategy for collecting and communicating stories about CCAO member programs, initiatives, projects, innovations, and successes.
- Develop and maintain relationships with CCAO members, serving as a trusted communications point of contact and engaging with members at events, conferences, and in their counties.
- Generate written and visual content about member programs, initiatives, projects, innovations, and successes including articles, blog posts, videos, social media posts, educational brochures, quarterly electronic magazine and annual reports.
- Regularly communicate with county public information officers to stay apprised of county issues and emerging trends.
- Write template press releases for use by CCAO members.
- Define and regulate internal association communications to be consistent with CCAO's branding standards.
- Develop and maintain an organization system for archiving the content created.
- Travel to county events to build relationships and learn about county initiatives, programs, best practices.

#### **Program Communications (CCAO, CORSA, CEBCO, CCAOSC, Research & Educational Foundation)**

- Meet regularly with program leads to identify communications needs, program priorities, and develop ideas for promoting programs and initiatives.
- Work proactively with program leadership to think strategically about how to showcase program impact.
- Research and implement new, cost-effective communication methods and technologies in support of program goals.

#### **Publications & Annual Reports**

- Manage project timelines and coordinate content submissions from colleagues for annual reports and other publications.
- Write, edit, and copy edit articles and content; design or coordinate layout, cover design, and visual elements such as graphs and charts.
- Manage printer coordination, proofing, final publication, and distribution to staff, members, and program websites.

#### **Social Media**

- Manage and enhance CCAO's social media presence across Facebook, X, LinkedIn, and YouTube.
- Develop and schedule content that reflects CCAO's voice, brand, and strategic priorities.
- Monitor engagement and adjust strategy accordingly.

**Photography & Videography**

- Plan, capture, and edit photos at CCAO and member events.
- Collect and organize photos from colleagues.
- Produce and edit videos in support of member spotlight, member training, and program communications goals.
- Maintain a well-organized archive of photos and videos.

**Media Relations**

- Draft and distribute press releases and media advisories on behalf of CCAO and affiliated programs.
- Cultivate and maintain relationships with relevant media contacts and coordinate media inquiries in accordance with CCAO's media policy.
- Monitor news outlets for mentions of CCAO and its entities.

**Marketing & Brand**

- Participate in development of promotional items for external brand promotion.
- Develop branded materials in support of initiatives such as National County Government Month, the County Store, and new program launches.

**General**

- Willing to work a flexible schedule to meet project deadlines
- In-state travel required to visit association members
- Occasional overnight travel may be required