

## **Communications Specialist**

**Reports to:** Director, Member Events

**Status:** Full time with opportunity to work remotely

**Salary:** \$55,000-65,000 annually

### **Job Responsibilities:**

- Prepare weekly e-newsletter by incorporating articles provided by staff, writing material, and formatting in iMIS.
- Create event graphics including promotional material, programs and event branding material.
- Manage and maintain OCA's website, mobile app and social media platforms.
- Generate reports emanating from OCA's Association Management System, iMIS.
- Support staff with meeting planning and logistics.
- Coordinate key external communications such as breaking news on OCA website, news releases, event promotion, etc.
- Assist Director, Member Events with event planning, promotion and registration needs.
- Provide support and analysis for OCA surveys.
- Review websites, social media, OC magazine and Advanced Email analytics and provide a regular summary of results and trends.
- Edit information before distribution and perform editorial quality control for proper grammar and punctuation, visual appearance and style consistency.
- Serve as the technical resource for electronic and digital forms of communication and work to improve the utilization of the iMIS to enhance communications.
- Attend workforce and other industry events as a representative of the association and promote activities and services of the heavy/civil construction industry in general.
- Assist other staff members during times of heavy workload as appropriate.

**EDUCATION/EXPERIENCE:** A bachelor's degree in journalism or related degree in combination with one year's related experience. Ability to work cooperatively with a team of individuals to accomplish tasks.

**OTHER SKILLS:** Operating knowledge of computers including advanced skills in Word, Outlook, Excel, and Adobe or Canva graphic design platform. iMIS experience is preferred but not required. The successful candidate will be trained in RISE software.

Send resume and cover letter to: [crunyan@ohiocontractors.org](mailto:crunyan@ohiocontractors.org)