

## **Communications Coordinator Job Description**

The Ohio Suicide Prevention Foundation (OSPF) utilizes social media as an important outreach tool to reach individuals and families who are struggling with suicide. It is also crucial to reach the public to bring awareness to the need for mental health wellness. The Communications Coordinator will play a crucial role with OSPF to create innovative and engaging content in sync with OSPF's overall communications strategy while also sharing the message of hope and wellness.

### **Job Responsibilities**

- Create content to support communications and marketing efforts, including newsletters, social media posts, and brochures.
- Assist the Communications Director in developing and implementing a communications strategy to further OSPF objectives.
- Develop and curate engaging content for OSPF social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Attend events and produce live social media content.
- Maintain a unified brand voice across different social media channels.
- Collaborate with the Communications Director to create a social media calendar.
- Monitor analytics and create reports detailing the outcomes of communications campaigns and strategies.
- Perform outreach to partners to promote OSPF social media platforms.
- Coordinate with OSPF influencers on social media content and branding.

### **Qualifications**

- Bachelor's degree in marketing or related field
- 1-3 years' experience with social media marketing or content development
- Experience using social media management tools (Hootsuite, etc.)
- Experience with Microsoft Office
- Experience with Adobe Create Cloud, Canva, Venngage, or other content creation and digital media editing tools a plus.
- Exceptional time management, organizational skills, and ability to meet deadlines.
- Ability to work both independently and as part of a collaborative/team.
- Knowledge of email marketing software such as Constant Contact

### **About OSPF**

The Ohio Suicide Prevention Foundation (OSPF) is a non-profit organization that educates, advocates and builds connections and support for individuals, families, and communities to

prevent suicide. OSPF does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Please send a resume and cover letter to [molly.mottram@ohiospf.org](mailto:molly.mottram@ohiospf.org) by November 27<sup>th</sup>.