

**Position Title:**

Communications Coordinator

**Hours:**

Full-time, salaried position (overtime exempt) – hybrid/remote-first  
*It is anticipated that the majority of work will be completed Mon-Fri during normal business hours; however, evening and/or weekend hours are occasionally required during association's two large conferences and during peak advocacy activities.*



The Ohio Association of County Boards of Developmental Disabilities (OACB) seeks an outgoing, self-motivated communications professional to join our team. OACB is a 501(c) 6 non-profit organization that provides advocacy, communications, professional development, and technical assistance to all 88 of Ohio's county boards of developmental disabilities. Founded in 1983, OACB has evolved along with the needs of its diverse membership and now provides a host of services and support to the 616 volunteer board members and thousands of career professionals in Ohio's DD service delivery system who support more than 107,000 people with developmental disabilities and their families.

**Minimum Qualifications and Skills**

- Demonstrates respect and dignity for all people.
- Bachelor's degree in communications, marketing, journalism, English or a related field.
- Excellent writing skills required for editorial, persuasive, and technical applications.
- Ability to develop and execute plans and processes to implement strategic goals.
- Ability to use various communications platforms, including social media and e-mail marketing.
- Ability to use industry-standard software titles on a daily basis, including Adobe CC, Microsoft Office, etc.
- Ability to work independently in a fast-paced environment.
- Ability to work on multiple projects at one time and manage competing deadlines.

**Salary and Compensation**

A competitive salary will be established within the association's authorized budget and in line with the selected candidate's experience and qualifications, likely within the starting range of \$55,000-\$65,000/year. In addition, the association offers the following benefits package:

- Single/family health insurance plan
- Vision/dental insurance
- Employee Assistance Program
- 401(k) plan with employer match
- 120 hours/year paid universal leave
- 12 annual paid federal holidays
- 24 hours/year paid personal leave
- 160 hours/year paid new parent leave
- Professional development/travel budget
- Employee expense/mileage reimbursement
- Mobile phone stipend (optional)

**Position responsibilities will include, but are not limited to:**

- Writes, formats, and edits articles/stories for association publications, including letters, brochures, fact sheets, and other printed and electronic materials.
- Supports events with photography and video production tasks at association/member events.
- Implements communications measurement tools and supports an annual editorial calendar for association publications and communications channels.
- Writes original content for OACB electronic publications.
- Aggregates content (such as news articles, member updates, etc.) from third parties for distribution through various electronic publications.
- Formats electronic publications through Constant Contact.
- Coordinates with OACB staff to conduct annual reviews of and updates to the Board Member Reference Manual.
- Maintains updated and accurate member and stakeholder contact information within member management software and other software platforms (such as Constant Contact).
- Supports the implementation and analysis of member satisfaction surveys, prepares reports documenting results.
- Supports association staff members on an as-needed basis in providing the following areas of support to county boards: Public relations, media relations, crisis communications, social media management, and similar best practices.
- Supports the communications director and contractors with brainstorming, designing, troubleshooting, and implementing new features and processes for the association's member management software.
- Supports the formatting of event publications and announcements/promotional materials and creation of collateral materials for on-site event functions.
- Assists with setup and teardown of event equipment and assists staff on-site with technical issues related to Association hardware.

**Applications Instructions**

Send a resume, cover letter, writing sample, and list of professional references to [careers@oacbdd.org](mailto:careers@oacbdd.org) no later than the close of business on **Friday, March 21**. Correspondence should be addressed to Adam Herman, Chief Executive Officer.