

Organization: Ohio Senate Democratic Caucus

Position: Communications Coordinator

Job Description: The Communications Coordinator will serve as a crucial part of our legislative communications team that is charged with developing and managing the message of the Democratic caucus. The Communications Coordinator will assist with formulation and execution of communication strategy; and assist Senators, staff, the Communications Director and the Deputy Communications Director as needed. Occasional evening and weekend work is required, as well as in-state travel.

Essential Job Functions:

- Serve as a liaison between office staff and the communications team
- Identify community relations opportunities with earned media activity
- Support office staff in constituent communications (newsletters, social media, etc.)
- Assist with photography in committee meetings and legislative session
- Provide live social media coverage of press conferences and other legislative-related activities
- Help develop a dynamic community outreach strategy that brings the Senate Democrats' message to the public and engages key audiences within the districts

Education/Experience:

- Bachelor's degree and 1 year of relevant work experience
- Strong writing and copyediting ability with sound editorial judgment and knowledge of AP Style
- Familiarity with graphic design and website management
- Deep understanding of social media platforms, trends and best practices as well as a willingness to share that knowledge with others within the caucus
- Ability to work quickly and independently in a fast-paced environment while juggling multiple projects with competing timelines
- Experience with social media monitoring and scheduling tools
- Strong project management skills and attention to detail
- Enthusiastic and proactive with excellent communication and organizational skills
- Willingness to learn new skills and the ability to work in a flexible environment

Skills and Knowledge:

- Strong interpersonal communication skills
- A proven ability to balance multiple priorities simultaneously in a complex environment
- Writing, analytical, visual and verbal skills
- An interest and passion for Democratic politics
- A strong understanding of digital and content marketing tools

Benefits:

Salary range \$58,000-\$62,000

Ohio Statehouse parking is provided.

Senate employees participate in Ohio Public Employees Retirement System (OPERS) and qualify for health benefits through the state of Ohio:

- OPERS: <https://www.opers.org/>

- Medical: <https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration>
- Dental/Vision/Life insurance for exempt employees: <https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration#4289112-pexempt-employees-only>

To Apply: Please send cover letter, resume, and 1-2 writing sample to Breanna Stabler, Ohio Senate Democratic Caucus Executive Assistant & Policy Advisor, via email at Breanna.Stabler@ohiosenate.gov.

Deadline: End of Sunday, December 7, 2025