

OHIO'S VOICE FOR SUICIDE PREVENTION



OSPF Communications Director Position Description

The Ohio Suicide Prevention Foundation (OSPF), is a non-profit 501 (C)(3) whose mission, since 2005, is to serve Ohio as a focus and a catalyst for suicide prevention efforts and to bring about change in attitudes and perceptions regarding the stigma attached to suicide, mental illness, alcohol and drug abuse, and addiction. The foundation does not provide direct services to people but is a resource for professionals and agencies that do.

Our Mission: The mission of OSPF is to act as a catalyst and steward of statewide suicide prevention efforts by supporting community based efforts to reduce stigma, promote education and awareness about suicide prevention, and increase resources and programs to reduce the risk of lives lost to suicide.

Our Vision: All Ohio communities will have the resources and capacity to reduce the risk of suicide, reduce the effects of suicide on families and communities, and positively impact the health of communities.

The Communications Director will oversee producing high-quality content that engages people and helps break down the stigma surrounding suicide while also providing valuable tools and resources for individuals, families, and communities.

Primary duties will also include creating informative content, social media messaging, press releases, articles, and media opportunities to share sound and effective prevention strategies to reduce suicide in a fresh and innovative manner. The Communications Director will also be an excellent communicator with outstanding relationship-building and organizational skills and solid attention to detail.

Responsibilities:

- Create informative and interesting press releases, press kits, newsletters, and related resources and materials.
- Develop and implement effective communication strategies that build the OSPF brand and following.

- Compile traditional and social media analytics that will be utilized in Ohio's State Plan to Reduce Suicide.
- Increase the visibility of OSPF and its mission through marketing and communication techniques.
- Plan and manage all marketing materials' design, content, and production.
- Work with multiple media partners to generate new ideas and strategies.
- Supervise projects to guarantee all content is publication and print ready.
- Review and edit monthly one-page informational documents shared with legislators, community leaders, and others interested in suicide prevention.
- Promote positive messaging around mental health wellness for various ages and populations statewide.
- Respond to communication-related issues promptly.
- Oversee OSPF membership program including onboarding new members and managing membership communication.
- Identify relevant topics and speakers for monthly webinar series.
- Manage and mentor a social media coordinator, approving social media content and providing guidance on messaging.
- Attending all quarterly OSPF Board meetings and taking minutes & notes.
- Maintain relationships with media contacts and news outlets.

Requirements:

- Bachelor's degree in communications, journalism, public relations, or relevant field.
- A minimum of 3 years of experience in a communications role.
- Proven experience creating targeted content in social and traditional media is required.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must be able to multitask and work well under pressure.
- Excellent organizational and leadership abilities.
- Experience with all social media platforms.
- Proficient use in WordPress and Constant Contact and Canva, and Adobe.
- Management experience

Salary: \$70,000

Benefits include Medicaid, dental and vision, 401k, and generous leave policy.