



JOB POSTING

Date: January 21, 2021
Position: Communications and Development Specialist
Status: Full time, Non-exempt

The Ohio Association of Community Action Agencies is seeking a Communications and Development Specialist. This role is responsible for mid-level support of all communications, development, and executive departments to meet the goals of the Association including internal and external communications goals, program development, data management, and Association member support.

Responsibilities Include:

- Assist in content generation, design, video editing, and social media management; writing, proofreading, and copyediting of internal and external communications such as letters, minutes, reports, grant applications, brochures, publications, and website updates.
- Assist in database management including data entry, mailing lists maintenance, report generation, and compliance support.
- Assist in the management of member surveys, outreach management, and data collection including follow up, initial analysis, and reporting.
- Support communications-related tasks for event management such as registration setup, app and conference materials development, data input, and vendor/sponsor relationships and coordination; general support with virtual and in-person training and technical assistance as necessary for effective delivery.
- Assist with strategic communications planning, implementation, and policy development; assist in monitoring Association member's and partner's public profiles; assists with messaging, case study development, and storytelling.
- Assists with general communications and development related tasks to meet deadlines and the expectations of the membership.
- Attends conferences, trainings and other meetings as necessary. May be required to represent Association at various meetings or events. Files documents into filing system and retrieves documents. Performs other duties as assigned.

Knowledge, Skills and Abilities –

- Ability to exercise sound judgement, answer routine questions, maintain confidentiality, maintain effective internal & external working relationships, communicate effectively and represent the association in a positive and professional manner.
- Knowledge of standard office practices and procedures; customer service skills; computer software, programs and applications; telephone answering etiquette & public relations.
- Skill in operation of a computer, usage of applicable Association software, including Microsoft Office suite products and other applications as required.

- Excellent oral, written, and group communication skills following rules of grammar and composition with a strong attention to detail.
- Knowledge of Adobe Creative Cloud (Illustrator, InDesign, Photoshop, Premiere Pro), Salesforce and WordPress or other content management system beneficial but not required.

Education and/or Experience –

- Bachelor's degree in communications, public relations, marketing, or related field plus 1-3 years of related experience preferred, or combination of Associate's degree and 3 years' work experience.
- Community Action or similar experience preferred but not required.

The Ohio Association of Community Action Agencies is an equal opportunity employer offering a competitive salary and benefits. Interested candidates should submit their resume and cover letter no later than February 12, 2021 to jobs@oacaa.org.