

## DIGITAL COMMUNICATIONS ASSOCIATE

**Reports to:** Communications Director or Head of Progressive Communications

**Staff reporting to this position:** None

**Department:** Communications

**Position classification:** Exempt, full time

### Summary

Innovation Ohio has an immediate opening for a Digital Communications Associate to work on the progressive communications team. This person will serve as a team member and will contribute to the digital communications strategy for several Innovation Ohio teams.

### Responsibilities:

- Implement aggressive digital communications strategies in the state;
- Identifying new digital communications avenues and creating compelling digital content with a decidedly local bend;
- Increasing the social media reach of Innovation Ohio and to push our message directly to targeted stakeholders;
- Maintaining and updating social media channels with original content daily, including some graphics;
- Continuously assessing social media landscape and identifying key messengers across all social platforms;
- Maintain policy-specific press lists; and
- Perform other duties as assigned.

### Requirements and qualifications:

- Bachelor's degree or equivalent work experience.
- One to two years of experience in digital communications and/or digital organizing. Experience working with CRM and social media platforms preferred.
- Excellent writing and editing skills.
- Strong interpersonal skills and the ability to work well on a team.
- Ability to multitask, initiate new projects, meet tight deadlines, and work under pressure in a fast-paced environment.
- Creative and entrepreneurial with strong problem-solving skills.
- Strong organizational skills and attention to detail.
- Nonprofit or political experience is a plus.
- Commitment to Innovation Ohio mission and goals.

# INNOVATION OHIO

## To Apply

Please email your resume to [Jobs@InnovationOhio.org](mailto:Jobs@InnovationOhio.org). Please be sure **combine your cover letter, resume/CV, and sample writing assignment or work product into one Word or PDF file** and upload this combined document.

## Additional information

Innovation Ohio operates two separate nonprofit organizations to maximize the progressive agenda: Innovation Ohio and the Innovation Ohio Education Fund. This job posting refers collectively to the two organizations under the name Innovation Ohio. Innovation Ohio Education Fund is a nonpartisan 501(c)(3) tax-exempt research and educational institute. It undertakes research, public education and a limited amount of lobbying. Innovation Ohio is a nonpartisan 501(c)(4) tax-exempt organization dedicated to achieving progress through action. It works to transform progressive ideas into policy through rapid-response communications, legislative action, grassroots organizing, political advocacy, and partnerships with other progressive leaders.

Innovation Ohio is dedicated to promoting diversity, equity, and inclusion. Diversity is more than a commitment at Innovation Ohio—it is the foundation of what we do. Innovation Ohio recruits, employs, trains, compensates, and promotes regardless of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, medical condition, and all the other characteristics that make us unique.