

## DIGITAL COMMUNICATIONS ASSOCIATE

**Reports to:** Digital Director

**Staff reporting to this position:** None

**Department:** Communications

**Position classification:** Exempt, full time

### Summary

Innovation Ohio has an immediate opening for a Digital 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.

This role will likely include significant independent expenditure (IE) work, including rapid message testing, working with the communications table to deliver results, creating content for coalitions, and more.

### Responsibilities

- Implement aggressive digital communications strategies in the state.
- Identify new digital communications avenues and create compelling digital content with a decidedly local bend.
- Increase the social media reach of Innovation Ohio and to push our message directly to targeted stakeholders.
- Create graphics, edit videos, and produce other creative content for social media and other communications channels.
- Interact and collaborate with storytellers to create video content.
- Maintain and update social media channels with original content daily, including some graphics and videos.
- Continuously assess the social media landscape and identify key messengers across all social platforms.
- Develop content for coalition partners and create social media toolkits.
- 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 CRMs (Action Network, EveryAction, etc.) and social media platforms.
- Experience editing simple videos.
- Proficient with Canva and/or other graphic design tools. Experience with Adobe Photoshop, Illustrator, InDesign, or Premiere is a plus.
- 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.

### **To Apply**

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

### **Additional information**

The salary range for this position is \$35,000 - \$45,000 based on experience. The position is salaried with competitive benefits and paid time off.

Beginning January 3, 2022, Innovation Ohio staff will be working from the Columbus office three days per week. On Thursdays and Fridays, work will be remote.

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. The organizations share office space and employees.

Innovation Ohio is an equal opportunity employer 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.