

POLICY & COMMUNICATIONS ASSOCIATE

Reports to: Communications Director

Staff reporting to this position: None

Position classification: Exempt, full time

Summary

Innovation Ohio seeks a Policy & Communications Associate to support the organization's leadership and staff. This is a full time, entry level position based in Columbus, Ohio. The ideal candidate will also have some background understanding of politics and/or policymaking.

Responsibilities

- The person in this role will have an opportunity to grow in the field of communications and public policy. Duties may include:
 - Monitoring legislative committees
 - Drafting talking points and social media posts
 - Drafting the daily/weekly communications calendar
 - Pitching stories to reporters
 - Helping to coordinate events
 - Producing digital content (such as graphics, gifs, video clips)
 - Drafting content for IO's website
 - Assisting with scheduling/coordinating meetings
 - Supporting fundraising meetings, drafting fundraising emails
 - Assisting with writing grants
 - Research projects
 - General team support and additional duties as assigned

Requirements and qualifications:

- Bachelor's degree or equivalent work experience
- Basic understanding of and interest in Ohio politics (state, local, and federal issues)
- Valid driver license and reliable transportation
- Excellent writing and analytical skills
- Ability to multitask, initiate new projects, meet tight deadlines, and work under pressure in a fast-paced environment
- Strong organizational skills and attention to detail
- Creative and entrepreneurial with strong problem-solving skills
- Able to summarize complex information in a digestible format
- Creativity and desire to learn and implement ever-evolving communications tactics
- Able to work with a diverse group of progressive partner organizations
- Commitment to Innovation Ohio mission and goals

Additional desired qualifications (not required):

- Nonprofit or political experience
- Experience in new and/or traditional communications
- Experience in web design, digital content creation, and/or digital communications

To Apply

Please email your resume to 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

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.