



## **Summary**

Innovation Ohio seeks a Communications Associate to support the organization's policy communications programs. This is a full time position based in Ohio. This position will report to the Senior Communications Strategist. The position will run through the end of 2024 with the possibility of extending further.

## **Responsibilities will include:**

- Supporting implementation of long- and short-term communications campaigns driven by research through content development and distribution by using digital and traditional communications channels.
- Providing legislative, policy, candidate and other research and developing content for newsletters, website updates, calls to action and social media.
- Support and amplify a statewide narrative campaign and working group of communications practitioners from a broad set of progressive organizations.
- Providing administrative and traditional communications support to the IO team as needed, writing and distributing press advisories and releases, statements, and messaging guides and helping to coordinate events, identifying and training spokespeople, and tracking right-wing elected officials and organizations.
- Assisting the Senior Communications Strategist and leadership team as needed to manage social media channels, produce and distribute content via IO's website and email lists.
- Drafting the daily/weekly communications calendar
- Producing digital content (such as graphics, gifs, video clips)
- Drafting content for IO's website, , social media platforms, and presentations to partners
- Assisting with scheduling/coordinating meetings

## **Qualifications**

- Excellent writing and analytical skills, experience in digital & traditional communications.
- Creativity and a desire to learn and implement ever-evolving communications tactics.

- Able to work with and support a diverse group of progressive partner organizations.
- Ability to work independently and juggle multiple projects and meet set deadlines.
- Basic understanding of and interest in Ohio politics (state, local, and federal issues).
- A passion for progressive causes and commitment to racial and economic justice.
- Experience with graphic design, video production, or website design is a plus.

**To Apply: Interested candidates, please apply with the following information to Kayla Lewis, Chief of Staff at [lewis@innovationohio.org](mailto:lewis@innovationohio.org) with the subject line “Innovation Ohio Communications Associate”:**

- **Resume**
- **Cover Letter**
- **One short writing sample**

Staff meetings in Columbus may be required on occasion. \*Proof of COVID-19 vaccination (including eligible boosters) is required unless a medical or religious accommodation is granted.

Applications will be considered on a rolling basis until the position is filled. The salary for this position ranges from \$45,000-\$55,000 per year commensurate with experience.

Innovation Ohio is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law, including race, color, age, religion, sex, sexual orientation, gender identity or expression, marital or parental status, creed, national origin, physical or mental disability, personal appearance, family responsibilities, genetic information, matriculation, political affiliation, arrest record, conviction record, ancestry, military service, or veteran status, or any other classification protected by applicable local, state, or federal laws or ordinances.