



STRONGER COUNTIES. STRONGER OHIO.

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Cheryl Subler, Executive Director

Communications Coordinator

The County Commissioners Association of Ohio (CCAO) is seeking to fill the position of Communications Coordinator.

The position is responsible for the coordination of external and internal communication supporting the strategic direction of CCAO and its entities. The position will plan, write, design and layout communication pieces and social media; produce and edit short videos and podcasts; maintain CCAO and its entities websites; develop and implement media outreach and educational strategies; monitor media outlets for mentions of CCAO and its entities; take and edit photographs at events.

Knowledge, Skills and Abilities: Experience in communications strategy and writing as well as media relations. Design and layout experience that includes print, visual, audio and video formats. Skill in the use of Adobe Creative Suite including InDesign, Illustrator, Photoshop, Lightroom, and Premiere, WordPress and Microsoft Office. Possess the ability to develop promotional copy and perform technical editorial work.

Qualifications: Bachelor's degree with coursework in public relations, journalism or related field OR extensive experience with county government and strong communications skills. Minimum of 3 years of related experience required. Valid Ohio Driver's License and the ability to meet insurance requirements.

Compensation: Commensurate with experience.

Please submit letter of interest, resume, references, writing samples and, if applicable, portfolio to CCAO Outreach & Member Engagement Manager Rachel Reedy at rreedy@ccao.org by close of business Wednesday, February 26, 2025.

Illustrative Duties: (The duties listed below are intended to depict some tasks performed by this position.)

- Build relationships with association members and tell county stories through various mediums including, but not limited to, written articles, social media posts, and interviews.
- Design, produce and visually enhance various communication pieces such as conference programs and signs, educational brochures, quarterly electronic magazine and annual reports.
- Maintain and enhance the CCAO social media presence.
- Oversee the CCAO's and its entities' website design and navigation and update the homepage features.
- Define and regulate internal association communications to be consistent with branding.
- Assist with exterior brand promotion and development of promotional items.



- Produce and edit short videos and podcasts.
- Develop a communication plan for the association to achieve objectives with key audiences.
- Write and distribute press releases, media advisories, newsletters, and on occasion, coordinate news conferences.
- Develop media contacts to ensure the association and its entities are being portrayed in the media properly.
- Coordinate media inquiries according to the media policy and involve appropriate staff.
- Monitor news for mentions of CCAO and its entities.
- Take photographs and make edits to pictures from events.
- Willing to work a flexible schedule to complete projects and/or meet deadlines.
- In state travel to visit association members
- May be required to travel overnight, though infrequent.