



Posting as of 11/1/2022

Ohio Council for the Social Studies(OCSS) Communication Director

Closing Date: November 25, 2022

Annual contract: 1,200.00

Please email a letter of interest, resume and a current references to Adam Motter at amotter1@gmail.com

OCSS reserves the right to either keep the position open until suitable applicants are found or to cancel and repost the position with such changes as may be deemed appropriate. If you have any questions about the position, please contact Adam Motter at amotter1@gmail.com.

The Communications Director will oversee all communications involving the organization including the development and implementation of a communications strategy and a broad and diverse range of business and marketing communications.

Duties/Responsibilities:

- Collaborates with executive leadership to help create and support vision of communications around the organization, membership and OCSS goals.
- Develops and implements a communications strategy for the organization that builds and maintains a positive brand and message.
- Oversees communications and branding in various online and print platforms such as LinkedIn, Twitter, Facebook, etc.
- Oversees the development and maintenance of the OCSS website including methods to deliver messages, ease of navigation, and clarity of information; ensures that all content is current and relevant.
- Provides consistent and timely information to members through various communications programs.
- Use data sets available in the organization management system and other sources to inform goals and recommendations.
- Facilitates senior leadership (President, Vice President, Executive Director, etc) responses to members of the media in a timely manner; composes and distributes press releases as needed.
- Assists executive leadership in developing presentations, speeches, and other important corporate messages.
- Attend all Line Officer and Executive Board Meetings as an OCSS member.
- Performs other related duties as assigned.



Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite and Google Suite or related software.
- Organized with attention to detail.
- Superior ability to write in a journalistic style that is customary for non-profit, and external publications.
- Ability to offer sound media relations advice to senior leadership.
- Excellent managerial and organizational abilities.
- Excellent interpersonal skills.
- Ability to work collaboratively with Line Officers and Executive Board, Members, media, and the larger community.
- Ability to coordinate efforts of various teams in order to present a coherent message.

Education and Experience:

- Bachelor's degree in Education, Communications, Public Relations, Journalism, or related field.

Preferred but not Required:

- Bachelor's degree in Social Studies Education
- Currently an educator in Social Studies Education in Ohio
- Multiple years of experience in public relations, including supervisory and comprehensive communication experience.

The Ohio Council for the Social Studies is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry or genetic information (collectively, "Protected Classes").

Diverse candidates are encouraged to apply.