



Safe Children, Stable Families, Supportive Communities

Position Description

Title: **Communications and Policy Coordinator** (Full-time, 40 hours per week)
Reports to: Assistant Director
Updated: May 2022

Public Children Services Association of Ohio (PCSAO) is a membership-driven association of Ohio's county Public Children Services Agencies that advocates for sound public policy, promotes program excellence, and builds public value for safe children, stable families, and supportive communities.

Responsibilities

- Internal and external communications functions:
 - In coordination with staff, serve as lead for implementing the communications plans for PCSAO and Ohio START, including social media, marketing, and publicity materials for various projects, annual conference, other events and campaigns, media advocacy, and key stakeholder communications;
 - Maintain and grow an active PCSAO and Ohio START social media presence on, but not limited to, Facebook, Twitter, and Instagram, and monitor news articles and other social media sites and posts that may be of interest to staff, members, and social media users;
 - Develop and disseminate the association's Weekly Update E-newsletter and Ohio START monthly newsletter;
 - Maintain PCSAO and Ohio START websites including managing updates to existing content and adding new content;
 - Coordinate closely with Events and Operations Coordinator to promote events and sponsorships on social media, advertising events to relevant audiences, designing event materials, and communicating after events with gratitude to sponsors, presenters, keynote speakers, and others;
 - Create and maintain branded materials, including presentations, letterhead, and other templates;
 - Participate on Community Education Committee and assist Assistant Director with meeting materials, minutes, maintaining membership lists, inviting guests, and summarizing meetings in PCSAO Weekly Update and Director monthly report;
 - Coordinate the planning and development of design, content, and production of marketing and informational materials, including infographics, white papers, annual reports, membership presentations, and external presentations; and
 - Assist with media requests, media advisories, and media tracking.

- Policy functions:
 - Represent PCSAO on coalitions, stakeholder workgroups, and other committees as assigned and needed;
 - Organize and maintain methods to track pending relevant legislation and administrative rules that require review and when action must be taken, update public policy webpage, and distribute weekly Capitol Square Report;
 - Assist with developing legislative briefings and campaigns with the General Assembly, scheduling of meetings, attending legislative meetings or hearings, writing testimony, and working with Association's government relations firm;
 - Participate on the Legislative and Rules committees and assist Public Policy Director with meeting materials, minutes, maintaining membership lists, inviting guests, and summarizing meetings in PCSAO Weekly Update and Director monthly report;
 - Assist with tracking federal legislation as it applies to child welfare;
 - Conduct basic research on various policy issues as they emerge as an identified issue or need, summarize findings, and, when appropriate, develop report, white paper, infographic, or one-pagers; and
 - Support Assistant Director with maintaining and producing PCSAO fact sheets, data and webpage related to fact sheets.

- General operations functions:
 - Serve as backup to the Events and Operations Coordinator as needed, particularly receiving and routing telephone calls and greeting office visitors; supporting preparation of materials for meetings; and managing PCSAO Outlook calendars and conference line scheduling; and
 - Assist with aggregation of various reporting requirements and ensure timely submission.

Qualifications

- Bachelor's degree, with a minimum of one year in communications and/or public policy desired;
- Ability to think strategically and creatively, anticipate future trends and consequences, and incorporate them into a plan;
- Ability to work independently within the context of a team-oriented organization, be action oriented, able to act and react as necessary, and not afraid to take charge of a situation;
- Excellent written and verbal communications skills;
- Knowledge of and experience with communications practices and techniques, particularly in effective use of social media channels, email marketing, and web presence;
- Ability to use data and information to research policy issues, and to concisely and accurately summarize findings.
- Strong time management skills and ability to multi-task and prioritize work;
- Highly organized and detail oriented;
- Demonstrated proficiency with Microsoft Office suite (Word, Excel, and PowerPoint especially); and
- Desktop publishing/layout and design skills desired (Publisher, Adobe Creative Suite, etc.).