

OhioSE, Inc.

Employment Opportunity

Job Title: Marketing Assistant
Location: Pre-approved remote location within the OhioSE region
Reports To: Marketing & Communications Director
Work Hours: Part-time
Status/Salary: Non-Exempt
Deadline: Applications are accepted until the position is filled

Company Overview:

OhioSE, Inc. is a private, non-profit economic development organization with the mission of supporting economic development in the 25 Ohio Appalachian counties through business attraction, retention, and expansion efforts. OhioSE is one of seven JobsOhio regional partners.

Position Description:

We seek a highly motivated individual to serve as the part-time marketing assistant in the OhioSE region. The marketing assistant's overarching goal is to represent OhioSE and JobsOhio and assist the Director of Marketing & Communications in a 25-county region of Ohio.

This position will serve on the OhioSE team, the regional partner for JobsOhio, Ohio's private economic development leader.

Marketing Assistant Responsibilities:

- Assist with drafting, coordinating, distributing, and tracking press releases and earned media
- Source content and set up monthly and quarterly stakeholder newsletters
- Assist with content planning, captioning, scheduling and engagement on OhioSE social media channels
- Assist with website maintenance and content development
- Assist with coordinating and obtaining photography and videography assets
- Develop print and digital brand collateral using design software
- Participate in JobsOhio Marketing & Communications meetings and OhioSE team meetings
- Complete all performance reports, timesheets, expenses on time and as required
- Act with integrity and honesty in all dealings, actions, and conversations

Position Qualifications:

- Position posted externally and open to existing OhioSE employees
- A minimum of three years of related experience required
- Bachelor's Degree in a related field is required. Related fields include but are not limited to Communications, Marketing, Journalism, Economic Development, and Design. Consideration may be given for previous related/relevant experience in lieu of a degree
- Excellent English writing, grammar and proofreading skills required
- Computer proficiency with Microsoft Office applications required. Familiarity with Salesforce, Canva, MailChimp, and/or Adobe Illustrator is a plus
- Photography, videography, and drone piloting experience is a plus
- Excellent time management skills; ability to deal with constantly changing work demands; proven

ability to organize and prioritize multiple tasks simultaneously required

- Ability to handle sensitive and confidential information with discretion required
- Ability to travel within Appalachian Ohio with occasional overnight stays required.
- Must have valid driver's license.

Method of Response: Please submit a cover letter, resume and contact information for at least three relevant professional references to Jane Dunnington, Human Resources, at jane@ohiose.com. The deadline for application submission is until the position is filled.

OhioSE, Inc is an Equal Opportunity Employer