

The Ohio Mid-Eastern Governments Association (OMEGA) has an opening for a Communications Manager. A Bachelor's degree in communications, public administration or related field and/or a minimum of five years' experience in communications, public relations or public administration is required. The selected candidate will be responsible for communication with the public, membership, legislature, and media. Knowledge of advanced features of Constant Contact is preferred. Other responsibilities include preparing for public meetings, issuing press releases, designing newsletters and annual reports, updating and maintaining the website and social media accounts, and developing comprehensive reports required by federal and state funding programs. Strong written, verbal, organizational, research, and design skills are required. Must be proficient in Microsoft Office, Adobe design products, and Constant Contact. This is a full-time, 40-hour per week position. Salary is based upon education and experience.

Please submit a cover letter, resume, and contact information for three relevant professional references by:

Monday, February 5, 2018 at 4:30 p.m. to:

Sue Wood
OMEGA
326 Highland Ave. Suite B
Cambridge, OH 43725

Or email swood@omegadistrict.org.

OMEGA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years of older), sexual orientation, military status (past, present, or future).