

Job Opening: Communications Director

The Ohio Ecological Food and Farm Association (OEFFA) has an immediate opening for a highly capable and motivated individual to lead its multi-dimensional media work, including publications, educational materials, press releases, emails, website, and social media content. The successful candidate will join a team of bright and passionate individuals who are committed to furthering sustainable agriculture, family-scale farming, and the local food economy. Please consider applying if you have significant relevant experience in communications and an understanding and passion for sustainable food and farming.

Position Summary

The Communications Director has primary responsibility for planning and implementing the organization's multi-dimensional media work. This is a full-time position based in OEFFA's Columbus office but telework arrangements will be considered. The anticipated salary range is 43,000-47,000 per year based on experience. Benefits include health insurance and paid time off. Employer contribution to a retirement savings account is offered after two years of employment.

Essential Functions

- Develop and execute detailed communication plans and timelines, in conjunction with OEFFA staff and outside parties, to promote OEFFA's annual conference, farm tour series, and other events in print and online
- Manage publications, including designing projects and graphics, or working with a graphic designer on publication layout work, and coordinating printing and bulk mailing
- Plan, prepare, write, solicit, and edit content of OEFFA publications, news releases, and other event or publicizing work
- Promote and coordinate advertising in OEFFA's newsletter and other publications
- Manage and create content for OEFFA's website and social media platforms
- Work with other staff to carry out communications work in their respective projects and programs
- Develop and maintain a media list, and cultivate relationships with key journalists/media outlets
- Serve as general spokesperson for OEFFA
- Conduct communications work for special events, including fundraising activities
- Provide effective supervision and support for communications staff
- Identify and work to secure financial support for OEFFA's communications work
- Assist with special events, tasks, and projects as needed
- Exhibit strong organizational, analytic, and project management skills
- Provide excellent customer service and assistance to our members and constituents by ensuring information and assistance needs are met, and all communications work is handled in a professional manner

Non-Essential Functions

- Answer general phone lines and provide other general office support
- Assist with delivery of educational program work not related to core job duties as needed
- Help grow OEFFA's membership
- Contribute to general fundraising event work

Qualifications

- Bachelor's degree; preferred fields include journalism and communications

- Experience in writing, producing, and/or managing several of the following: newsletters, press releases, brochures, programs, flyers, website (content), social media platforms, listserves, and/or press relations
- Strong computer skills in PC platform, including experience with Adobe Design Suite (including InDesign and Photoshop) or other design applications, WordPress, and databases and engagement platforms such as Salsa Engage/CRM
- Excellent written and oral communication skills
- Experience in effectively planning, managing, and carrying out multiple tasks
- Commitment to performing work with a high degree of accountability and consistent excellence with exceptional attention to detail and accuracy
- Ability to manage multiple tasks at the same time
- Passion about sustainable agriculture and organic agriculture, family farms, and rural places
- Ability to work independently

Physical and Cognitive Requirements

- Must be able to effectively operate a computer and other office productivity machinery, such as a copy machine, fax/printer, and telephone, as well as be proficient in Microsoft Office (e.g., Excel, Word, PowerPoint, OneNote)
- Must be fluent in English
- Must be able to work cooperatively with others
- Must be able to arrange transportation for offsite duties during the workday, on occasion
- Must be able to occasionally work evening and weekend hours including overnight travel
- Must be able to ascend/descend stairs multiple times a day
- Must be able to sit at a desk for long periods of time maintaining concentration with frequent interruptions
- Must comply with all company policies and procedures and maintain regular and punctual attendance
- Must be able to occasionally work in outdoor weather conditions
- Must be able to meet project and report deadlines

Application process

The position is open until filled; apply by September 10th to be assured full consideration. Interested candidates are advised to apply by this date to receive full consideration, although the position will stay open until filled. (If this posting is removed from the OEFFA website, we are no longer accepting applications.)

Your application should be addressed to Renee Hunt, Program Director, and consists of four items: a cover letter, resume, writing sample(s) covering several different kinds of communication channels, and contact information for three professional references (indicate relationship to you). In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email to CommunicationsJobs@oeffa.org and for the subject line use "Communications Director."

We seek to recruit, develop, and retain the most talented people from a diverse candidate pool, and all employment is decided based upon qualifications, merit, and organizational need. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable. As part of the application, we invite candidates to describe how their life experiences enrich the diversity of our organization.

About OEFFA

OEFFA was formed in 1979 and is a tight-knit, membership-based grassroots organization, dedicated to promoting and supporting sustainable, ecological, and healthful food systems. Our members include farmers, gardeners, and conscientious eaters who committed to work together to create and promote a sustainable and healthful food and farming system.

We are attentive to the ways in which our organizational culture advances our progress towards fulfilling our mission. The nature of our work necessitates that each staff member collaborates with others and generously supports the work of colleagues and those we serve. We value individual and collective creative problem-solving, commitment to shared responsibilities, integrity, initiative, and effective communication. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable, and thus a core value of our organization.

For more information, go to www.oeffa.org.

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