



2237 Sonora Drive
Grove City, Ohio 43123
800-353-6442 or 614-221-3650 Fax 614-221-8726
www.ohha.com

Job Description- Outreach and PR Coordinator

The Outreach and Public Relations Coordinator will be a full-time, at will integrated position. Primary responsibility for creating and developing public relations activities, marketing, and outreach strategies. The Outreach and Public Relations Coordinator will also work closely with the Association's Team participating in marketing, charity, and outreach events to promote Harness Racing in Ohio.

Education and Skills:

1. Bachelor's Degree and a minimum of three years direct experience in the fields of public relations, marketing, and communications.
2. Computer skills to include proficiency in Adobe Creativity, Marketing and Commerce products, Microsoft Suite.
3. Knowledge in publication, media, and resource development.
4. Knowledge of Ohio Horse Racing, including applicable Ohio Revised Code, Ohio Administrative Code, and Ohio State Racing Commission Rules related to standardbred racing.
5. Ability to work on a team. Committed to their best work for themselves and the team.
6. Excellent verbal and written communication skills, strong editing skills and attention to detail. Knowledge in publication, media, and resource development. Reaching out to journalists, social media influencers, and other members of the media.
7. Assists in the development of marketing/PR, creation of publications like the newsletter, quarterly magazine, info graphics, design, and print tasks. Assists in outreach events and Association events.
8. Writing press releases, newsletters and media materials. Tracking all press coverage, clipping press hits and creating monthly press hit reports.
9. Excellent time management skills and a self-starter. A strong ability to manage time while multitasking on various projects and day to day needs. Understands the priority of meeting deadlines and can effectively do this in an efficient and attentive way.
10. Ability to travel. You should be prepared and able to travel to all regions of the state, with some overnight stays, mainly in the summer months, but throughout the year for Fair Board Meetings, OFMA, Farm Bureau, or any other related meetings. The balance of your time will be spent in the Grove City office. Ability to sit for long periods of time and work on a computer.
11. Work with the Project Coordinator in developing and executing programs to promote harness racing.
12. Research, duties, and projects as required. Assist the OHHA Office or Executive Director in any other tasks as needed.

Please send resume, including salary requirements, by 5:00 p.m. June 1, 2019 to, rmancino@ohha.com
incomplete resumes or resumes submitted without salary requirements will be discarded and not considered.