



2237 Sonora Drive  
Grove City, Ohio 43123  
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[www.ohha.com](http://www.ohha.com)

### **Job Description- Publications, Marketing and Outreach Assistant**

The Publications, Marketing and Outreach Assistant will be a full-time, at will integrated position. Benefits include, health insurance, vacation, and Simple IRA participation. The Publications, Marketing and Outreach Assistant will work in a supporting role, closely with the Association's Team of Coordinators. The individual will assist in the development and execution of the Association's public relations, publications, marketing, events, and outreach initiatives, to promote Harness Racing in Ohio.

#### **Education and Skills:**

1. Advanced Horse Racing knowledge is required. Harness Racing experience is preferred.
2. Bachelor's Degree preferred. Minimum requirement, High School Diploma.
3. Computer skills to include proficiency in Microsoft Suite; MS Word, Excel, Access, Social Media Platforms, and all Adobe Creative products, including Adobe Premier Pro.
4. Knowledge in public relations, marketing, and communications a plus. Excellent verbal and written communication skills, strong proofreading, editing skills, and attention to detail.
5. Manage video production projects to include staging, set-up, shooting video and equipment for video productions and editing. Organization of video library, distribute produced video projects on social media outlets.
6. Assists in the design, layout, and development of marketing/PR materials and publications like, the newsletter, quarterly magazine, info graphics, design, and print tasks. Assist in writing press releases, newsletter articles and media materials. Assist in updating and maintaining the Association's archives, including historical records, photo, and video collection. Web design and graphic design knowledge are helpful.
7. Ability and initiative to work on a team to plan, create, and deliver digital and traditional marketing initiatives. Dependable and motivated, a "people-person" that enjoys public outreach and events. Committed to their best work for themselves and the team.
8. 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.
9. Organization, coordination, and execution of tradeshow and outreach events. Includes, the "Racing with the Stars" county fair outreach program, Charity Night, Ohio State Fair, and Equine Affaire outreach events, among other outreach initiatives.
10. Hold a valid driver's license and has a good driving record.
11. 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. The balance of your time will be spent in the Grove City office. Ability to work in various indoor and outdoor climates, be active, bend, stoop, and lift 50 lbs. Ability to sit for long periods of time and work on a computer.
12. Ability to assist with entry level administrative, clerical, organization and record-keeping tasks as needed (sort mail, answer phones, etc.) 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 10, 2022 to, [rmancino@ohha.com](mailto:rmancino@ohha.com) incomplete resumes or resumes submitted without salary requirements will be discarded and not considered.