



POSITION DESCRIPTION - OPEN

Communications/Marketing Assistant

The Foundation for Appalachian Ohio is a rapidly growing regional nonprofit organization, seeking a Communications/Marketing Assistant to join our dynamic team and transformative mission. At the heart of FAO's work are our grantmaking and scholarship programs to create opportunities across the 32 counties of Appalachian Ohio.

WHAT YOU'LL DO

FAO is a nimble and team-oriented organization, requiring all staff members to contribute to a variety of responsibilities and mission-related tasks. We believe all staff members are leaders for FAO's mission. Because we are a relatively small shop, team members frequently find themselves simultaneously responsible for very basic administrative/office duties and more advanced/strategic assignments.

The Communications/Marketing Assistant will assist with or be responsible for:

- Writing and editing content for a variety of publications and digital media platforms, including newsletters, annual reports, social media channels, brochures, fact sheets, event marketing materials, etc.
- Managing FAO's website, which includes creating content and ensuring that the website remains current, is accurate, and adheres to FAO brand standards
- Writing and distributing press releases about FAO's work/impact and maintaining updated media list
- Assisting with analysis and reporting of the impact of communications efforts
- Coordinating communications-related inquiries from internal and external stakeholders

ABOUT YOU

Our ideal candidate is committed to FAO's mission and the Appalachian Ohio region. Specific qualifications include:

- Demonstrated ability to write strategic communications and marketing content that's compelling, engaging, and analytics-driven for a mission-based organization (1-3 years of experience preferred)
- Experience with content management systems (WordPress), social media platforms, email marketing (MailChimp), and other digital media applications; photography, videography, and graphic design skills a plus
- Self-motivated with impeccable attention to detail while managing and prioritizing multiple projects and meeting deadlines
- Outstanding analytical, organizational, and problem-solving skills
- Strong written, verbal, and interpersonal communication skills; familiarity with AP Style a

plus

- Flexibility and responsiveness
- Ability to work autonomously and collaboratively in a complex environment and to respond sensitively and patiently to donor and staff inquiries in a timely manner

ABOUT US

The Foundation for Appalachian Ohio (FAO) creates opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. Over our nearly 25-year history, we have helped donors establish more than 600 funds, reaching all 32 counties of Appalachian Ohio with grant and scholarship awards. FAO has also helped incubate 14 county community foundation funds and an African American Community Fund. FAO is proud of all that has been accomplished but understands placing Appalachian Ohio on a level playing field requires further, significant investment in its philanthropic infrastructure.

ADDITIONAL DETAILS

- Fulltime position (40-hour workweek) with occasional weekend hours and travel required.
- Position is based at FAO headquarters in Nelsonville, OH -- a hybrid work policy is available.
- Reports to FAO's director of communications and marketing.
- Benefits package inclusive of vacation and sick leave, short and long-term disability, health insurance, life insurance, and retirement plan.

HOW TO APPLY

Please send a cover letter and resume to msharkey@ffao.org. Submissions will be reviewed as they are received, with interviews scheduled accordingly.

FAO embraces diversity and is committed to creating an inclusive environment for all employees.