



JOB TITLE:
Director of Government & External Affairs

POSITION DESCRIPTION:

The Director of Government & External Affairs is responsible for assisting the President with the overall business operations and administration of the Ohio Chemistry Technology Council (OCTC). This position also assists in the execution of internal and external projects related to public/government relations, member services, and communications/social media. This individual shall manage multiple projects while working with minimal supervision.

KEY RESPONSIBILITIES AND REQUIREMENTS:

Government Relations

- Serve as primary lead on advocating for issues before the legislature, state agencies, and the Governor's office in collaboration with the OCTC President and contract lobbyist.
- Develop materials in support of OCTC's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
- Manage the activities of the Government Affairs Committee in developing policy positions and ensuring the members have regular communications on legislative actions.
- Represent OCTC with industry coalitions, working groups, and other trade associations.
- Perform research and data mining to evaluate issues on the federal, state or local level that may impact the industry.
- Maintain and submit required ethics reports.

Communications/Social Media

- Compose simple to complex communication documents including website information, email blasts, and social media communications.
- Assist President with OCTC's overall public information program including but not limited to mailings, newsletters and information network development.
- Monitor daily communications, including newspaper articles and social media posts, for information relevant to OCTC and the chemical industry.
- Maintain effective working relationships with OCTC members, contacts, legislators, government officials and vendors.

Program Planning

- Organize/plan meetings, conference and appointments as required, including but not limited to Annual Conference and Legislative Reception, TIE Conference, Board Meetings, Committee Meetings and any other OCTC or member meeting.
- Research and analyze materials, information and programs as directed.
- Provide recommendations in the development of new programs for the organization.

Administrative

- Process bills for payment, purchase supplies and equipment.
- Maintain essential records as directed.
- Maintain the association's database.
- Perform general clerical duties (e.g. answering and screening calls, maintaining files, delivering and picking up information, making copies, etc).

Other

- Other projects and duties as assigned by the President.

Education and Experience

- Must possess a Bachelor's degree in political science, journalism, public relations, marketing, communications, or other relevant field.
- Minimum 3-5+ years of legislative, political and/or lobbying state experience.

Knowledge, Skills and Abilities

- Industrious, self-motivated, and able to work well independently as well as with all levels of professionals.
- Able to manage multiple projects and prioritize work to meet deadlines in a fast-paced environment with minimal supervision.
- Willingness and ability to travel and to maintain a flexible work schedule that includes early morning and evenings.
- Ability to translate complex public policy into business strategy.
- Effective oral, written, and interpersonal communication skills.
- Proficiency in relevant computer applications and database systems.
- Ability to interact effectively with all levels of the company, from senior executives to staff.
- Strong presentation skills.
- Working knowledge of the chemical industry.

OCTC considers candidates for employment without regard to race, color, gender, age, national origin, religion, disability, genetic history or military service status. To apply, please submit a cover letter, resume, references and salary requirements to Jenn Klein, President, at jklein@ohiochemistry.org or 88 E. Broad St., Suite 1490, Columbus, Ohio 43215.

Salary commensurate with experience.