



The Center for Local GOVERNMENT

4015 Executive Park Drive, Suite 226 Sharonville, OH 45241

513-741-7999 (ph); 513-741-8671 (f); www.C4LG.org

PART-TIME: COMMUNICATIONS & MEMBER RELATIONS COORDINATOR

The Center for Local Government (CLG), based in Cincinnati, Ohio, is seeking an organized, creative, outgoing, self-motivated individual for the position of Communications & Member Relations Coordinator. CLG is a non-profit consortium of 72 local governments in Southwest Ohio. Our mission is to improve public service delivery by the cities, townships, and villages in southwest Ohio, especially among member jurisdictions, through improved information exchange, cost reductions, shared resources, interjurisdictional collaboration, and new approaches to capital and skills acquisition.

Duties and Responsibilities

The Communications & Member Relations Coordinator will report to the Executive Director and should expect to:

- Coordinate communications with our member governments
- Coordinate the CLG Quarterly Newsletter
- Coordinate the CLG Pay Data aggregation program
- Coordinate updates to the CLG Website and social media (LinkedIn), including tracking site views and other data
- Post job postings for our members on the CLG Website
- Coordinate the Administrative Professionals Luncheon series twice per year
- Assist with scheduling outreach visits for the Executive Director
- Produce the Annual Report
- Plan and execute the Annual Meeting
- Keep Member Participation list up-to-date
- Manage Membership Directory
- Assist the Executive Director and Assistant Director in other tasks as necessary.

Qualifications

- Excellent written, verbal and computer-based communication skills.
- Experienced with meeting facilitation.
- Possess a working knowledge of the latest Microsoft Office Suite including Word, Excel, and Power Point. Knowledge of database software is a plus.
- Willingness to learn new computer-based skills.
- Understanding of social media websites and their human resources implications
- Demonstrated ability to work independently.
- Strong organizational skills and detail-oriented.
- Willingness to be flexible on work hours – mostly during the normal work day but could include an occasional early evening or weekend.

- Must have a valid driver's license and access to a vehicle.

Education and Experience

At a minimum:

- High School Diploma; Associate's Degree or Bachelor's Degree is a plus.

or

- Three (3) years of practical experience with the job duties listed above.

Compensation and Hours

\$20-22 per hour; commensurate with experience

Part-time position (15-20 hours / week) - Schedule flexibility available

To apply please email your resume to: Drew Tilow, Executive Director (dtilow@c4lg.org)

Deadline for applications: TBD

CLG does not discriminate on the basis of gender, race, ethnicity, religion, or sexual orientation.