

Part-Time Position with Clean Fuels Ohio

Title: Events and Communications Program Assistant

This position is accepting applications on a rolling basis. Candidates will be considered as they apply.

Overview:

Clean Fuels Ohio (CFO) is looking for a creative, flexible, and open-minded individual to serve as the Events and Communications Program Assistant. The individual will support the Events and Communications Manager (ECM) in gathering content for CFO's social media, analyzing social media and website analytics, developing branded collateral, facilitating webinars and other events, and other projects that directly support the Events and Communications program.

About Clean Fuels Ohio:

Clean Fuels Ohio is a statewide nonprofit organization based in Columbus, Ohio. Our mission is to improve air quality and health, reduce environmental pollution, and strengthen Ohio's economy by increasing the use of cleaner, domestic fuels, and energy-saving vehicles.

Qualifications:

High school degree (or equivalent) and some college required. Must have excellent written and verbal communication skills and well-developed organizational abilities. Applicants must be able to learn new programs/processes quickly, demonstrate efficient and effective research skills, and flexibility. Experience related to transportation energy, environmental sustainability, and non-profit programming is preferred but not necessary. Experience in the following programs preferred but not required: Canva, Salesforce, Wordpress, Hootsuite, Monday.com, Twitter, Facebook, and LinkedIn. **An interest in our organizational mission and a desire to be an effective member of our team is required.**

Anticipated Duties:

- Post content on CFO's Twitter, Facebook, and LinkedIn and engage with followers
- Oversight of member news alerts and collecting content for CFO's social media and newsletter
- Assist the ECM with website updates and maintenance
- Assist the ECM with developing the monthly newsletter
- Compile various reports used to guide CFO's communications strategy
- Participate in stakeholder calls and meetings
- Participate and contribute to the event planning, execution, and follow-up process
- Upkeep of internal databases
- Design and support the development of publications and marketing materials
- Complete misc. tasks on an as needed basis

Hours Required: 20-40hrs/week (hours required is negotiable)

Location: 3240 W. Henderson Rd., Ste A, Columbus, OH 43220 (remote work flexible)

Salary: Undergraduate: \$12/hr , Graduate: \$15/hr

To Apply: Send cover letter and resume by email to Events and Communications Manager, Rachel Baker: rbaker@cleanfuelsohio.org with the subject line “Events and Communications Program Assistant.”

Equal Opportunity Employer: *At Clean Fuels Ohio we believe that to truly succeed in our mission members of underrepresented groups, and communities disproportionately affected by environmental pollution, must share an equitable position in the industry. We strongly believe that environmental justice is one of the key cornerstones of our work. Therefore, we actively encourage applications from members of underrepresented groups and prioritize bringing more diverse and inclusive voices to the table.*