



Public Relations & Communications Coordinator

Job Title: Public Relations & Communications Coordinator

Applications Accepted: April 16th to June 30th

Location: Richwood Office of the Ohio Quarter Horse Association

Reports to: Executive Director of the Ohio Quarter Horse Association

Company Description:

The Ohio Quarter Horse Association is a state affiliate of the American Quarter Horse Association. Our mission is to promote the registered American Quarter Horse within the state of Ohio. The association works to meet this mission by encouraging the breeding and competition of Quarter Horses through many programs including an extensive year-end awards program, an Incentive Fund program, generous support of youth teams to the American Quarter Horse Youth World Championship Show and the All American Quarter Horse Congress, youth scholarships, a state queen contest and members-only discounts on goods and services. In addition, we provide ongoing support to affiliate and alliance equine groups around the state.

Job Summary:

This is a full-time position, responsible for public relations and communications for the Ohio Quarter Horse Association and the All American Quarter Horse Congress.

Duties/Responsibilities:

- Produce marketing material on behalf of OQHA and the All American Quarter Horse Congress. Responsible for sales, including but not limited to ads in all publications
- Manage website content
- Utilizes social media (including Facebook, Twitter, and Instagram) to update the public and to create interest in the organization
- Creates original print and web designs, representing the organization accurately and maintaining brand identity
- Write creative content for the organization, including but not limited to magazines, press releases, website and speeches
- Produces each publication, and is responsible for layout and content
- Represents the organization to the public, while exemplifying brand identity
- Provides information for supervisors, such as monthly reports and board reports, as needed
- Perform all other duties deemed necessary for this position

Requirements/Qualifications:

- Bachelor's degree in communications or marketing, or equivalent work experience required. Experience and knowledge of the equine industry is essential
- Ability to create original content and artwork
- Operate Adobe Creative Suite 6 and Microsoft Office with proficiency
- Work well under pressure and meet deadlines
- Detail orientation in all aspects of the job
- Communicate effectively in dealing with and coordinating the efforts of people-either individually or in groups
- Photography skills are preferred

OQHA is an Equal Opportunity Employer. Please no phone calls. No recruiters.

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