



GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1333-1
Post from April 28, 2026 until filled

Position: Communications/Media Specialist
Department: Geauga Board of County Commissioners
Job Code: 1333-1 Part-Time
Grade: 7
Compensation: \$19.36/Hr.

Definition: Assists in promoting County initiatives and engaging residents through media relations & press materials, social, digital and visual communications and event planning and outreach. Assists in providing background research and strategic support including development of internal communications strategy and campaign planning.

Typical Examples of Duties & Percentage of Time:

40% Media Relations & Press Materials:

- Draft, edit, and distribute press releases, media advisories, talking points, and fact sheets for Board meetings, initiatives, and County events.
- Maintain and update comprehensive media contact lists and distribution databases.
- Monitor regional media coverage and compile clear, actionable media coverage reports for Commissioners and senior staff.

35% Social & Digital Communications:

- Create and schedule engaging content for the County's social media platforms (e.g., Facebook, X, Instagram, LinkedIn).
- Develop digital content including text, imagery and short-form video for website updates and intranet communication.
- Track social analytics and adjust content strategies to optimize reach, engagement, and message clarity.

15% Visual Communications & Content Design:

- Assist in the creation of visual communication materials such as infographics, flyers, and event posters.
- Capture and edit photos and short video clips for County events, Board meetings, and public information campaigns.

5% Event Planning & Outreach:

- Support logistical planning for public events, press conferences, town halls and ceremonial functions.
- Assist in preparing outreach materials and respond to basic inquiries from residents, partners, and community stakeholders.

5% Research & Strategic Support:

- Conduct background research on county programs, demographic trends, and stakeholder groups. Contribute to internal communication strategies, campaign planning, and preliminary crisis communications preparation.
- Assist in developing materials for media training and strategic messaging sessions.

Qualifications:

- Enrollment in or recent grad from programs in Communications, Public Relations, Journalism, Marketing, Political Science, or a related field
- Exceptional writing and proofreading skills; familiarity with AP style preferred
- Proficiency in Microsoft Office; experience with Canva, Adobe Creative Suite, or video editing is a plus
- Social media savvy across major platforms and analytics understanding
- Strong organizational skills and attention to detail; ability to manage multiple tasks
- Interest in local government, community engagement, and public service

Benefits & Learning Outcomes

- Hands-on exposure to governmental communications, press coordination, and digital outreach
- Real-world skills: writing for media, content creation, event coordination, and multimedia production
- Networking with local officials and communication professionals
- Portfolio-ready deliverables: press releases, media kits, social campaigns, videos

Additional Requirements:

- Must pass (test negative) pre-employment drug test.
- May work flexible hours.
- Must possess valid Ohio driver's license and acceptable driving record.
- May be required to drive personal vehicle for county business.
- Require vision (which may be corrected) to read small print.
- Performs work which is primarily sedentary.
- Is subject to inside environmental conditions.

Please submit your resume and application to the Geauga County Commissioners, Attn: Human Resources Administrator#1333-1 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 OR

e-mail boccjobs@geauga.oh.gov

Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>