



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is a Christian, 501(c)(3) non-profit organization, founded in 2000 and dedicated to serving the youth and families of Ohio. We specifically target youth, families and incarcerated fathers with the ambitious goal of ending generation cycles of family disintegration by training our clients how to have strong, healthy and permanent marriages and how to be responsible citizens and role models in their schools, families and/or communities.

Job Title:	Communications Specialist	Date	April 23, 2013
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Job Description: Will work in all aspects of communications, including drafting and preliminary edits of newsletters, flyers, brochures and promotional materials. The Communications Specialist will contribute to all web-based communications. Additionally, the ideal candidate can serve as a press liaison/media contact for the RIDGE Project, and will contribute to media campaigns, productions and promotions supporting the RIDGE Project.

1 | SUMMARY OF FUNCTIONS:
 The Communications Specialist will work under the direction of the Communications Director. The Communications Specialist will work with the Media Department’s Graphic Designer, providing content and direction in a collaborative method in producing printed content. The duties will consist primarily of interviewing, collecting and writing promotional material, pod-casting, and keeping website and social media updated. The Communications Specialist will also assist, when needed, the Video/Audio and Electronic Media Manager in the development of video, audio and web projects, primarily in scripting or podcasting functions. The Communications Specialist will also be required to work in tandem with other facets of the RIDGE Project, providing newsletters, email newsletters, etc., as assigned by the Communications Director.

- 2 | MAJOR DUTIES AND RESPONSIBILITIES:**
- Writing content for promotional materials such as flyers, brochures, etc.
 - Pod-casting (includes, recording, editing, and posting)
 - Updating website and social media content (may include very minimal designing experience)
 - Developing content for newsletters
 - Assist in all elements of the execution of media and outreach programs to ensure goals are met.
 - Contribute to the development and implementation of marketing and promotional plans for all RIDGE Project Events, including but not limited to: media and ad campaigns, social media, internet, press releases, participant newsletters, participant events, community presentations and national speakers
 - Maintain an extensive Contacts Database including history of correspondences and responses.
 - Function as a press agent for the RIDGE Project, Inc. and assist in developing and leveraging relationships with traditional and non-traditional media outlets in order to promote the work of The RIDGE Project.
 - Perform other duties as required or as assigned

3 | ORGANIZATIONAL RELATIONSHIPS:
 Reports directly to the Communications Director

Job Location:	Northwest Ohio	Company Industry:	Not for Profit
Job Role:	Lead Communications Staff	Joining Date:	
Employment Status:	Full-time	Employment Type:	Employee
Yearly Salary Range:	\$	Manages Others:	NO

Number of Vacancies:	1	Other:	
Skills:			
<ul style="list-style-type: none"> - Must demonstrate a lifestyle consistent with the principles and goals of the Project. - Must have reliable references re: skills and ethics. - Must adhere to the policies and directives established by The RIDGE Project Board of Trustees. - Demonstrable integrity, honesty and confidentiality is required. - Must be well organized, have excellent time-management skills, and be able to write articles, press releases, letters and reports on behalf of The RIDGE Project. - Skilled in MS Office Applications such as Word, Excel, PowerPoint, among others. - Must be well organized. - Strong writing, editing and grammar skills - Must be flexible and able to respond quickly to evolving communications situations and changing job duties - Must have well developed internet and social media skills. - Must be accustomed to working with the press, including using standard formatting and knowledge of the press cycle. 			
Career Level:	Professional	Years of Experience:	1 -3 Years
Residence Location:	Northwest Ohio	Degree:	Bachelors or higher
Please Send Application to:			
Name:	RIDGE Project, Inc	Email:	jobs@theridgeproject.com
Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	DO NOT CALL/DO NOT VISIT	Fax:	(419) 278-0117
Company Website:	www.theridgeproject.com		