

# Ohio High School Athletic Association

## Position Description: Media Relations Part-Time Staff

<b>Title: Media Relations Part-Time Staff</b>	<b>Department:</b> Media Relations
<b>Reports To:</b> Director of Media Relations	<b>Supervises:</b> n/a
<b>Posting Date:</b> 5/26/2022	<b>Date Modified:</b> n/a
<b>FLSA Status:</b> Non-Exempt	<b>Status:</b> Part-time
<b>Estimated Start Date:</b> 6/14/2022	<b>Estimated End Date:</b> TBD
<b>Work Location:</b> Main Office	<b>Schedule:</b> Average 20 hours per week, as needed; Monday-Friday, Business Hours. May include some evening and weekends

### About the OHSAA

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. The Association renders decisions on student eligibility, organizes postseason tournaments, and manages the licensing of officials. The OHSAA's mission statement is "To serve our member schools and enrich interscholastic opportunities for students." Its motto of "Respect the Game" places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

### The OHSAA is Committed to

- Establishing and regulating regular-season and tournament standards in order for competition to be fair and equitable.
- Administering exceptional interscholastic tournaments.
- Promoting that interscholastic athletics participation is an important part of a student's educational experience.
- Providing unparalleled leadership and customer service to our various constituents that is objective, responsive and inclusive.
- Providing rulings that are swift, fair, consistent and impartial.
- Operating with openness and demonstrating fiscal accountability.
- Honoring our tradition of excellence, which has served our member schools since 1907.
- Honoring our ultimate purpose, which is to promote lifetime values, good citizenship, academic success, ethics and fair play in safe and sporting environments.

### Position: Media Relations Part-Time Staff

- The OHSAA has part-time positions available in the media relations department. Part-time staff report to the Director of Media Relations and are typically pursuing a career in media relations, communications, sport management, social media, journalism or broadcasting.
- This is a non-exempt, hourly part-time position, not eligible for benefits.
- The part-time media staff hours are typically 20 hours per week, with the exception of state tournament weeks, which 40+ hours may be required.

### Essential Responsibilities: The position reports to the Director of Media Relations and assists with:

- OHSAA website postings and social media
- Updating state tournament programs and other publications.
- State tournament photography organization and sales.
- Processing state tournament media credentials.
- Assisting with state record book updates.
- Working at OHSAA state tournaments (social media updates, recaps, media relations, etc.).
- Various other OHSAA projects, meetings and events and other duties as assigned.

**Qualifications**

- Computer literate, with Microsoft Office experience. Knowledge of Adobe Creative Suite is preferred.
- Experience with Twitter, Facebook and Instagram. Experience with TikTok preferred.
- Attentive to details, well-organized, able to work independently and multitask.
- Able to communicate effectively, both verbally and in writing.
- Able to work in a team environment and assist others when necessary.
- Able to execute assigned projects in a timely and professional manner.
- Ability to accept instructions, criticism and learn from mistakes.

**Note: Background check required**

**Working Conditions**

Work is performed at a location chosen by the Director of Media Relations. Position also requires attendance at sporting events. This position is not subject to prolonged endurance to extreme heat or cold.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Weight Demands**

	Rarely	Occasionally	Frequently
Lifting 1-25 lbs.		X	
Lifting 25+ lbs.	X		
Carrying 1-25 lbs.		X	
Carrying 25+ lbs.	X		
Pushing/Pulling 1-25 lbs.		X	
Pushing/Pulling 25+ lbs.	X		

**Physical Demands**

	Rarely	Occasionally	Frequently
Standing			X
Sitting			X
Walking			X
Talking			X
Hearing			X
Seeing			X
Driving		X	
Balancing/Climbing	X		
Kneeling	X		
Crawling	X		
Reaching		X	
Turning/Twisting		X	

**Mental Demands**

	Rarely	Occasionally	Frequently
Writing			X
Reading			X
Problem Solving		X	
Supervising	X		
Organizing			X
Planning		X	
Decision Making		X	
Interpreting Data	X		

**Working Conditions**

	Rarely	Occasionally	Frequently
Indoor			X
High Temperatures	X		
Loud Noises	X		
Confined Areas	X		
Outdoor		X	
Cold Temperatures	X		
Fumes	X		

**Equipment Use**

	Rarely	Occasionally	Frequently
Telephone			X
Fax	X		
Copier			X
Computer (basic)			X
Computer (advanced)	X		
Scanner		X	
Calculator		X	

**Application Process:** Interested candidates shall email cover letter, resume and contact information for three references to Tim Stried, OHSAA Director of Media Relations. Deadline for submission is June 7, 2022. Email address is [tstried@ohsaa.org](mailto:tstried@ohsaa.org).