



## **Director of Government & External Affairs**

### Ohio Chemistry Technology Council (OCTC)

#### **Overview**

We are seeking a hardworking, detail-oriented professional to join our team in a lobbying and public relations role. The Director of Government & External Affairs is responsible for assisting the President in achieving the advocacy and communications missions of OCTC. This position also assists in the execution of internal and external projects related to event coordination, member engagement, and some administrative functions.

#### **About OCTC**

The Ohio Chemistry Technology Council (OCTC) is a non-profit organization representing Ohio's chemical manufacturing industry. OCTC exists to represent the chemistry industry in the public policy arena in Ohio, to advance understanding of the contributions of chemistry to our modern lifestyle, and to promote the highest standards of environmental, health, safety and security performance. OCTC also operates an education foundation that promotes STEM education in Ohio's schools.

#### **Key Responsibilities**

##### **Government Relations (40%)**

- Serve as primary lead advocating on issues before the legislature, state agencies, and the Governor's office.
- Develop materials in support of OCTC's government relations agenda, including talking points, legislative summaries, factsheets, testimony, reports, and letters.
- Manage the OCTC Government Affairs Committee including developing policy positions, member communications, staffing committee meetings.
- Represent OCTC with industry coalitions, working groups, and other trade associations.
- Track and research issues on the federal, state, or local level that may impact our industry.
- Maintain and submit required ethics reports.

##### **Communications and External Relations (40%)**

- Compose communication documents including website content, email blasts, and social media communications.
- Assist President with OCTC's public information program including one-pagers, newsletters, and speaking engagements.
- Monitor daily communications, including news articles and social media, for information relevant to OCTC and the chemical industry.

- Maintain effective working relationships with OCTC members, media contacts, legislators, government officials, and key stakeholders.

#### Program Planning (10%)

- Support OCTC President to organize meetings, conferences, and speaking engagements.
- Provide recommendations in the development of new programs for the organization.

#### Administrative (10%)

- Maintain essential records as directed.
- Track and document personal expense reports.
- Provide backup support to the OCTC Administrative Assistant as needed.

#### Required Qualifications

- Bachelor's degree in political science, journalism, public relations, marketing, communications, or other relevant field
- 3-5+ years of legislative, political, and/or lobbying experience
- Self-motivated with ability to work well independently
- Ability to manage multiple projects and prioritize work to meet deadlines in a fast-paced environment
- Effective oral, written, and interpersonal communication skills
- Strong presentation and public speaking skills
- Proficiency in Microsoft 365 suite
- Ability to lift up to 25 pounds occasionally

#### Preferred Qualifications

- Masters or professional degree
- Experience with energy, environment, business, workforce, or other relevant policy areas
- Direct experience or working knowledge of the chemical industry or other heavy industries
- Prior work experience on political campaigns or with trade associations
- Experience with database and/or communications software

#### Position Details

- Full time, salaried position (\$70,000-\$80,000 based on experience)
- Generous benefits including healthcare, retirement, disability, life insurance, and PTO
- Free on-site parking
- Offices located in downtown Columbus on Capitol Square
- Some early morning, late evening, and weekend work required
- Some in-state and out-of-state travel is required
- Hybrid work schedule with roughly two remote days per week

#### How to Apply

Please submit resume and cover letter to [aswaim@ohiochemistry.org](mailto:aswaim@ohiochemistry.org) by no later than February 6, 2026 for consideration.