



PROGRAM & OPERATIONS COORDINATOR

Association Overview

The Ohio Association of Broadcasters (OAB) is the trade association for over-the-air radio and television stations in Ohio. With more than 90% of stations in our membership, we provide advocacy, compliance and training resources to support our members in their service to local communities.

Overview of Position

Reporting to the Director of Marketing & Communications, the Program & Operations Coordinator is responsible for effective organization and implementation of the OAB's membership programs, meeting/events and operational functions.

This position requires a strong customer focus (with both internal and external customers), project management skills, attention to detail, reliability and a commitment to continuous improvement.

Key Responsibilities

Member Programs

- Project manager for association's Public Education Partnership (PEP) Program
 - Serves as primary point of contact with participating radio and television stations managing monthly communications with stations, monitoring station participation and collecting reports of airplay.
 - Manages campaign reporting process to sponsors, by ensuring accurate and timely data entry and generating final reports.
- Manages station inspection program – coordinating with participating stations and outside partners and processing appropriate paperwork.
- Administers scholarship program by managing the application process, overseeing judging, and supporting the promotion of scholarships.

Event & Meeting Planning

- Coordinates on-site planning and logistics for in-person events, including annual conference, board meetings and seminars.
- Oversees recruitment and support of exhibitors for annual conference.
- Coordinates the registration process for web-based and in-person programs.
- Manages technical production of OAB-exclusive webinars.

Operations

- Serves as primary coordinator for association's membership database, maintaining member records and data validation processes.
- Responsible for efficient office operations including general administrative phone and computer support.
- Ensures timely distribution of email newsletters and publications.

Candidate Desired Qualifications

- Bachelor's degree preferred.
- Minimum 2 years experience in a professional office setting required.
- Strong attention to detail and accuracy.
- Well organized and self-motivated.
- Excellent verbal, written communication and interpersonal skills.
- Knowledge and use of MS Office 365 with particular emphasis on Word, Excel, PowerPoint and Access.
- Knowledge and experience with WordPress a plus.
- Event/Meeting planning experience preferred.
- Previous experience in a trade association or non-profit membership-based organization preferred.
- Familiarity with the operations of a radio and/or television station a plus.
- Ability multi-task and work effectively under deadline.
- Ability to maintain a high level of confidentiality.

The OAB is an equal opportunity employer. We offer salary commensurate with experience and excellent benefits.

Please send resume with cover letter by email to jobs@oab.org.