



2237 Sonora Drive  
Grove City, Ohio 43123  
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[www.ohha.com](http://www.ohha.com)

### **Job Description- Public Relations Ambassador**

The Public Relations Ambassador will be a full-time, contract funded, at-will position. The Public Relations Ambassador will work with Ohio's racetracks in public relations and will work closely with the Association's Team participating in trade, marketing, charity, and outreach events to promote Harness Racing in Ohio and use those promotional strategies to strengthen the public-product-service relationship and attract a larger audience to Ohio's Standardbred Racing program.<sup>1</sup>

#### **Education and Skills:**

1. Bachelor's Degree and a minimum of five years in the fields of public relations, marketing, communication, creation, production and delivering on-air programming. Advanced Harness Racing knowledge is required.
2. Knowledge in publication, media, and resource development. Gathering, writing, recording, editing, and delivering harness racing content including live coverage and interviews.
3. Computer skills to include proficiency with e-mail, the Microsoft Office Suite and on various Social Media Platforms.
4. Work with the Ohio racetracks on marketing, outreach, and promotion. Work with OHHA Project Coordinator and Outreach and Public Relations Coordinator in developing and executing the overall marketing effort and programs to promote Ohio harness racing.
5. Ability to work on a team with the OHHA staff and racetrack location staff and management. Committed to their best work for themselves and the team.
6. Excellent public image, verbal and written communication skills, and attention to detail. Responsible for driving results through public communications via broadcast appearances, social media, messaging, one-to-one channels, or privately via e-mail.
7. Assists in the development of marketing/PR, creation of publications like the newsletter, quarterly magazine, info writing, graphics, design, and print tasks. Assists in outreach events at the racetrack and Association events.
8. Excellent time management skills and a self-starter. A strong ability to manage time while multitasking on various projects and day to day needs. Understands the priority of meeting deadlines and can effectively do this in an efficient and attentive way.
9. Ability to travel. You should be prepared and able to travel to all regions of the state, with some overnight stays throughout the year potentially for events or any other related meetings as necessary. Primary work will be done on-site at Ohio's racetrack locations. The balance of your time will be spent in the Grove City office. Ability to work in various indoor and outdoor climates, be active, bend, stoop, and lift 50 lbs. Ability to sit for long periods of time and work on a computer.
10. Research, duties, and projects as required. Assist the OHHA Office or Executive Director in any other tasks as needed.

Please send resume, including salary requirements, by 5:00 p.m. April 1, 2022 to, [rmancino@ohha.com](mailto:rmancino@ohha.com) incomplete resumes or resumes submitted without salary requirements will be discarded and not considered.

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<sup>1</sup> The position is funded with external grants by contract. The position is subject to termination if grant funding for the contract ceases. The description represents the Public Relations Ambassador's job. Elements, responsibilities, skills, functions, experience, educational factors, the requirements, and conditions listed in this job description are representative only and not exhaustive of the tasks that a Public Relations Ambassador may be required to perform. The Ohio Harness Horsemen's Association reserves the right to revise this job description at any time and to require the Public Relations Ambassador to perform other tasks as circumstances or conditions of its business or the work environment change. Diversity plays a key role at the Ohio Harness Horsemen's Association. As the only Standardbred Horsemen's Association in Ohio, diversity is an inherent aspect of our business as we interact with employees, horsemen, the racing community, and the public.