

Where to Look for Jobs

Department of English
The Ohio State University



If you are beginning your job hunt, consider looking for employment at the following institutions and organizations. While the institutions listed here are specific to the Columbus area, you can always search for similar institutions in the city or area where you are seeking employment. For example, if you want to work for a nonprofit organization in the Chicago area, you might begin by performing a Google search on "Nonprofits in Chicago" or "Nonprofit Organizations in Chicago."

Note that when you visit organizations' websites, you will often need to look for links at the top or bottom of their homepages with labels like "Employment," "Careers," "Job Opportunities," etc. Also, note that the lists below are not comprehensive, there are hundreds more organizations and companies in the Columbus area with which you might find employment; these lists are just designed to help you begin thinking through your options.

Universities, Colleges, and Community Colleges

Look for "staff" or "administrative and professional" job listings on higher education websites.

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| The Ohio State University | Franklin University |
| Ohio Dominican University | Otterbein |
| Columbus College of Art & Design | Columbus State Community College |
| Capital University | DeVry |

Private Schools

Look for positions in these schools' communications, admissions, and development departments.

Columbus School for Girls
Wellington School
Columbus Academy

Nonprofit Organizations

You might begin first by looking at the job listings on nonprofit association websites. For example, OANO (the Ohio Association of Nonprofit Organizations) has a Career Center on its website where it posts job listings for nonprofit organizations across Ohio. Some Ohio nonprofits, of course, will not list their jobs through OANO, so you'll still want to visit individual nonprofit websites to see if they have any openings.

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| United Way of Central Ohio | Kaleidoscope Youth Center |
| Girls Scouts of Ohio's Heartland | Big Brothers Big Sisters |
| YMCA and YWCA | Volunteers of America |
| Columbus Literacy Council | Children's Hunger Alliance |
| Mental Health America of Franklin County | Habitat for Humanity |
| American Red Cross | Goodwill Columbus |
| Jewish Community Center | Asian American Community Services |
| Godman Guild | Cancer Support Community Central Ohio |
| BalletMet Columbus | Local Matters |
| CAPA Columbus | Huckleberry House |
| Greater Columbus Arts Council | Peggy McConnell Arts Center |
| Mid-Ohio Foodbank | OCLC |

Museums, Science Centers, Zoos, Conservatories, and Historical Societies

Look for positions with these organization's educational programming, membership, communications, development and fundraising, human resources, marketing, and public relations teams.

Ohio Historical Society
Columbus Museum of Art
Franklin Park Conservatory

Columbus Zoo and
Aquarium
COSI Columbus



Libraries

Look for positions with the libraries' development and fundraising, communications, homework help, human resources, and public relations teams.

Columbus Metropolitan Library
Worthington Libraries
Westerville Library

Grandview Public Library
Bexley Library

Hospitals and Health Organizations

Look for positions with these organization's development and fundraising, communications, sales, human resources, public relations, and administrative teams.

Ohio Health
Nationwide Children's Hospital
Mount Carmel Health

City, County, and State Government

Look for positions with cities' administrative, communications, arts, public relations, human resources, educational programming, and outreach teams.

City of Bexley
City of Upper Arlington
City of Columbus

Franklin County
Ohio Legislative Service Commission
Columbus Metro Parks

Media, Radio, and Television Organizations

Look for positions with these organizations' production, communications, public relations, human resources, writing, and outreach teams.

614 Media Group
WOSU Public Media

Area Radio Stations
Area Television Stations

For-Profit Organizations

Look for entry-level positions in these organizations' merchandising, communications, public relations, human resources, technical writing, and sales teams.

Experience Columbus
Abercrombie & Fitch
L Brands
Nationwide Insurance
Alliance Data
Ashland Chemical

Battelle
Abbott Laboratories
Dawson Creative
Wasserstrom Restaurant Supply Company
Wild Frog Consulting

Miscellaneous Sites

These are sites that post jobs from all over the country or a given state. The jobs are typically in a particular field; for example, non-profit jobs are listed on idealist.org. Also, you can find jobs with smaller companies and organizations in a given city or area through [Craigslist](http://craigslist.org); just take care to ensure that the organization posting the job is legitimate before accepting an interview or meeting with the organization's representatives.

[Idealist.org](http://idealist.org)
[Bookjobs.com](http://bookjobs.com)

[Ohiomeansjobs.com](http://ohiomeansjobs.com)
[Craigslist](http://craigslist.org)