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.

The Ohio State University
Ohio Dominican University
Columbus College of Art & Design
Capital University

Franklin University
Otterbein
Columbus State Community College
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.

United Way of Central Ohio
Girls Scouts of Ohio’s Heartland
YMCA and YWCA
Columbus Literacy Council
Mental Health America of Franklin County
American Red Cross
Jewish Community Center
Godman Guild
BalletMet Columbus
CAPA Columbus
Greater Columbus Arts Council
Mid-Ohio Foodbank

Kaleidoscope Youth Center
Big Brothers Big Sisters
Volunteers of America
Children’s Hunger Alliance
Habitat for Humanity
Goodwill Columbus
Asian American Community Services
Cancer Support Community Central Ohio
Local Matters
Huckleberry House
Peggy McConnell Arts Center
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.
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
- 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; 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
- Bookjobs.com
- Ohiomeansjobs.com
- Craigslist