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# Example of Copy Coordinator Job Description

Our innovative and growing company is looking to fill the role of copy coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for copy coordinator

* Provide advice and coordinate projects with customers on production and copy right issues
* Monitor and produce instructional and administrative materials
* Has a complete understanding of company policies and procedures related to their position, as outlined in the training checklist
* Subject to channel related and seasonal fluctuations, the Copy Coordinator will also contribute to the end-to-end previewing process of long-form program material
* Partner with Copywriters to receive final product copy and input into various systems for go-live on Coach.com
* Maintain master database of all Coach product copy for each market (Retail, Outlet, Wholesale, International)
* Manage Freelance Translators and Content Writers on a daily basis, at scale
* Ensure enough resources are available, according to business needs
* Monitor and manage freelance performance in order to meet targets and expectations
* Assist with freelance recruitment, additional insights a plus

## Qualifications for copy coordinator

* Ability to communicate effectively to a remote operation
* Knowledge of video editing software is an advantage but not a must
* Scandinavian language skills are an advantage but not a must
* Bachelor’s degree in English or Journalism (or comparable work experience)
* 1-3 years of copywriting and editing/proofreading experience, preferably in a fashion and/or lifestyle category
* Ability to prioritize and work under multiple deadlines, and work independently with a team