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# Example of Regional Coordinator Job Description

Our company is looking to fill the role of regional 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 regional coordinator

* Demonstrate ability to work in a matrix environment where some task assignments are being channelled down to be dealt with by Regional Study Coordinators while other task assignments will need to be delegated by Regional Study Coordinators to other functional groups
* Demonstrate ability to work in a matrix environment where some task assignments are being channeled down to be dealt with by Regional Study Coordinators while other task assignments will need to be delegated by Regional Study Coordinators to other functional groups
* Draft press and trade media releases – and route materials for review and approval to the Regional Communications Manager
* Draft external messaging for the region
* Draft external presentations, web content
* Maintain a database of up-to-date marketing content and messaging for the region, ensure filing of all media coverage and conferences
* Partner with business development and service lines to ensure their marketing and communications needs are met – liaise with Regional Communications Manager with any requirements/suggestions
* Effectively coordinate the development, design, approval, production, and distribution of marketing materials for the region in line with brand standards for the region
* Support development of marketing and promotional materials for tradeshows, conferences and other client meetings
* Provide all secretarial support for ROD (calendar/scheduling, emails, letters, memos, faxes)

## Qualifications for regional coordinator

* Must be able to focus and multi-task in busy environment, with the ability to successfully handle stressful situations in a calm and professional
* Commitment to DaVita’s values of Service Excellence, Integrity, Team, Continuous Improvement, Accountability, Fulfillment & Fun with ability to demonstrate those positively and proactively to patients, co-workers, management, physicians, and/or vendors
* Ability to handle busy phones in a professional and courteous manner with all levels of the organization
* Advanced skills in current office applications
* 5 years of experience at senior administrative level supporting a vice president required
* Must be highly organized and able to work with minimal supervision