Downloaded from <https://www.velvetjobs.com/job-descriptions/strategy-coordinator>

# Example of Strategy Coordinator Job Description

Our company is growing rapidly and is hiring for a strategy coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for strategy coordinator

* Act as a liaison between Corporate Strategy and other areas of the firm
* Communication and meeting coordination with external companies, in-house and offsite
* Plan department-wide events including monthly staff meetings, happy hours, and training sessions
* Work with other NPD coordinators the monthly department newsletter
* Manage outreach, scheduling, progress tracking and note taking for research interviews with members
* Assist with collateral creation, research and other project support on an as-needed basis
* Work with the other coordinators and Chief of Staff on various other tasks and projects
* Works closely with the Production V.P
* Supports the Affiliate Marketing V.P
* Creates presentations, spreadsheets and one-sheet summaries for executive review under the direction of the Marketing Strategy V.P

## Qualifications for strategy coordinator

* Master's Degree in business, community health, or missional theology preferred
* 3-5 years of missional experience involving both domestic and international missional work that is healthcare related
* Proficiency in English and an additional language highly preferred
* Perceptive multicultural awareness and appreciation
* Proficiency in basic computer skills, including Word, Excel, PowerPoint
* Highly advanced in Excel, with specific expertise in Pivot tables and macros