



Example of Campaign Coordinator Job Description

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Our growing company is looking for a campaign coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for campaign coordinator

- Prepare for and following up on internal and external meetings and participating when necessary
- Provides members of SDA and the SDC leverage in moving projects forward by assisting with information gathering, communicating with different parties, developing and monitoring plans, keeping track of responsibilities
- Anticipates needs from the SDC and SDA and identifies opportunities to set them up for success when an opportunity arises
- Works with our communications team to release information in a timely fashion on the progress of the project and campaign
- Works with marketing and campus to create collateral for special events hosted throughout the year
- A willingness to learn and an analytical mindset
- Excellent communication skills (written and verbal) in both languages
- A mature, enthusiastic self-starter
- Capability of working on complex tasks under tight time frames
- Recruits and educates new communities and organization partners on the purpose of the campaign, and gathers and shares success stories and opportunities for collaboration

Qualifications for campaign coordinator

- Knowledge of Unica and/or Omniture is a plus

consultant to draft and distribute letters to the editor, media releases, and other earned or paid media through grassroots outreach

- Develops new tools and materials to support the issue campaign in conjunction with existing resources, media consultant and research including message development, talking points, action alerts and fact sheets
- Coordinates research efforts to support the campaign including policy research, background support, evidence of effectiveness of policies, identifying successes in other markets including collaborating when appropriate with staff in those markets for lessons learned and other key information
- Provide administrative and project management support for up to three members of the Campaign team
- Coordinate, schedule and update intermediate level meetings/appointments for the Director of Integrated Campaign Initiatives, , update Campaign calendars