Our company is searching for experienced candidates for the position of communication coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for communication coordinator

- Prepare / Coordinate all STC Communications
- Induction programme – organization & presentation coordination
- Delivering exceptional customer service to faculty and program participants
- Measure effectiveness of communications, make recommendations on improvements, and manage related implementation
- Expanding the initiative's social media presence by identifying core topics that create value for various target audiences, adhering to a defined tone and frequency of engagement, and responding to user experience data
- Creating, organizing, and maintaining programmatic materials (e.g., event invitations, meeting agendas and summaries
- Maintains Defeating Malaria's various mailing lists
- Strong attention to detail and ability to manage multiple projects simultaneously and strong ability to work both independently and as a team member
- Liaising with Harvard-approved vendors and service providers and corresponding with internal/external staff
- Supporting financial and administrative reporting to funders (Bill and Melinda Gates Foundation, National Institutes of Health)

Qualifications for communication coordinator

- Fluency in web analytics tools (Adobe Omniture, Google Analytics), social media marketing applications (HootSuite, Curalate, Tweetdeck,) and leading social media monitoring platforms (Radian6, HEARTBEAT)
- Experience creating a resource or library of content organized indicating SEO and version control
- Must be able to work independently, team player and can manage own workload
- Excellent Mac and Adobe Creative Suite skills including Photoshop, Illustrator and In-Design
- Minimum of 1 year of document production preferred