



# Example of Communication Coordinator Job Description

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Our growing company is hiring for a communication 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 communication coordinator

- In coordination with the Director of Customer Experience, contribute to internal communications including employee newsletter, emails, forums, podcast scripts and other forms of messaging
- Help coordinate employee campaigns (Community Giving) and special recognitions (Dr
- Serve on the Culture of Excellence team
- Participate in interdepartmental committees as appropriate
- Act as point of contact for NHSc Communications activities
- Coordinate all relevant NHSc Communications events (global & local), incl
- Manage key Communications projects (incl
- Coordinate the planning, writing/editing, production and distribution of reports, newsletters and other publications
- Prepare, communicate and handle meeting agendas, mailings and routine correspondence, short notes or other documents, using various MS Office programs
- Attend meetings to record minutes – as needed

## Qualifications for communication coordinator

- Work effectively in a group and on cross-functional teams
- Excellent initiative, self-motivation, organizational and problem solving skills,

- Any of the following would also be an advantage – experience with other 2d packages such as Illustrator or InDesign, use of ZBrush, After Effects, video editing, photography and more traditional arts
- Good interpersonal skills to work and interact with faculty, adjunct faculty and students within Mason
- Good judgment in time and workflow management
- Ability to multitask and meet deadlines, while managing overlapping tasks