



Example of Communications Assistant Job Description

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

Responsibilities for communications assistant

- Perform internal and external distribution of publicity breaks and other publicity related materials to internal and external clients
- Ensure proper filing of documents, publications, clips on department email server
- Assemble press kits including releases, talking points, cast bios, credits and various other public relations materials
- Monitor all media for press breaks
- Handle all department billing, POs
- Handle expense reports for Vice President and team members as needed
- Compose and generate tune-in alerts
- Organize press visits to set and studios for live-action and animation programming
- Create and manage media lists
- Manage and oversee department interns

Qualifications for communications assistant

- Working knowledge of Oracle and Concur
- Strong organizational skills to effectively assist in the management of multiple projects from inception to completion and adhering to strict deadlines
- Prior work experience working in an assistant roll
- Knowledge of popular social media platforms (Twitter, Facebook, YouTube, Instagram)
- Working familiarity with sports in context of higher education environment

