



# Example of Communications Coordinator Job Description

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Our growing company is looking to fill the role of communications coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for communications coordinator

- Serve as point of contact for events/talks at local schools, community organizations, , and maintain a schedule for talks given by students, faculty
- Maintain statistics of social media, outreach talks, and tours
- Coordinate with others on developing content for videos and work with contractors creating videos (including social media optimized products)
- Responsible for daily morning and afternoon press clips process for Cable Entertainment group
- Create press lists or find press contacts through systems including Cision
- Responsible for maintaining the private side of the website
- Coordinates the content for The First Tee's internal e-publications Impact Today and High Five
- Develop media lists, gather assets, track media coverage daily, coordinate mailings, set-up wire releases for distribution as requested
- Post news releases to Pressroom
- Manage VIP lists for select events including outreach, on site coordination, troubleshooting

## Qualifications for communications coordinator

- Experience with designing presentation layouts in PPT and Keynote
- One to two years of hands-on news experience or education preferred
- Demonstrated ability to work under pressure with speed and accuracy

- Experience in HTML and SharePoint understanding of HTML5, DHTML, Javascript, and JQUERY
- Web site design and management experience