



Example of Communications Coordinator Job Description

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Our growing company is looking for a communications 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 communications coordinator

- Support and learn about key business initiatives such as store openings, safety, e-commerce/digital, seasonal and more, by working with cross-functional teams and drafting internal and external communications materials, including everything from press releases and pitches to fact sheets, bios, briefing materials and social media posts
- Working with project managers and directors across the Center to ensure accurate and timely updates of web site content
- Serving as first point of contact for all media relations requests from reporters and permissions requests from external clients
- Coordinating responses to requests, both internal and external, including scheduling meetings
- Assisting with publication production, including fact-checking, proofreading, and editing academic citations and references
- Handling Communications activities related to Center events, including publicity and audiovisual/technology needs
- Creating and maintaining electronic library of graphics and other archives of communications-related elements and templates, including logos, letterhead, and photos
- Responsible for promoting the College of Arts and Sciences and increasing its visibility through the collection, development and dissemination of information about the college to multiple internal and external constituencies

- Responsibilities of the position include digital newsletter organization, layout, loading and distribution
- Assist in the running and communication of internal events such as screenings and visiting speaker sessions, looking after technical set up and managing attendees, assisting with major all staff events

Qualifications for communications coordinator

- Willingness to travel, work some overtime
- Any experience with content management tools is a plus
- Comfortable with learning new skills and willing to take on responsibilities as needed by the team
- Demonstrate proficiency in writing skills to craft external correspondence, communications plans, press materials
- High School Diploma or its equivalency (BA/BS in Public Relations, Marketing, Communications, English, or Journalism is preferred)
- 3-5 years administrative experience to include 2+ years of experience in communications with an Agency, Studio, Sports Franchise or Public Company