



Example of Communications Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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

- Work with local media relationships or agency to drive awareness and positioning of the company
- Archive materials and coordinate access and sharing
- Lead deployment of communications content to web-based internal publishing systems
- Assist with preparing and coordinating materials that support employee engagement
- Anticipate communication requirements, understanding various audiences and constituencies and responding to requests and inquiries for the department
- Collaborate directly with business partners across the enterprise to help plan and strategize initiatives and company updates
- Maintain and ensure timelines and deliverables are met for projects and initiatives
- Maintain and update email/intranet editorial style guides and related guides and reference materials
- Measure communication analytics, gather feedback and report findings
- Identify opportunities for process improvement to ensure quality and timeliness of services provided

- Personal experience with public relations and an understanding of its role in business
- Strong interest in sports and entertainment is a plus
- Strong work ethic, ability to work well under pressure & multi-task
- Bachelor's degree in communications, public relations or related field and a minimum of 1-2 years of relevant work experience
- Second language skills are not necessary, but are a plus
- Strong baseball acumen a plus