



Example of Communications Coordinator Job Description

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Our company is growing rapidly and is looking for a 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

- Stay up to date on local and national news with an eye on opportunities for media outreach
- Draft tweets, Twitter pitches, replies, and scheduled retweets in coordination with team social media strategy
- Conduct continuous traditional and social media monitoring, compile media clips into reports distributed twice daily- AM and PM
- Assist in the development of a new platform with the Web Team
- Utilizes processing, spreadsheet, and other computer software
- Write and manage updates for client websites
- Write, format and manage fulfillment of client e-mail campaigns, including distribution tool and analytics (monitoring click through rates)
- Track budgets, staff time hours and direct expenditures
- Assist in coordinating work streams for junior team members
- Identify and explore industry affiliation opportunities to further client objectives

Qualifications for communications coordinator

- Understanding/interest in collegiate sports important
- Minimum 1 years organizational communications experience
- Exceptional organizational skills and an ability to work independently and collaboratively with colleagues at all levels

across teams

- Strong attention to detail and an ability to deliver high quality work under tight timelines
- Proven ability to organize data for efficient storage and user access