



Example of Coordinator, Communications Job Description

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Our company is searching for experienced candidates for the position of coordinator, communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for coordinator, communications

- Partner with internal and external teams to coordinate printing of communication
- Coordinate logistics for internal communications forums such as town halls, sales rallies, lunch and learn sessions
- Assist in developing recommendations and communication plans, producing videos
- Work with our stores and other business partners to source and develop content for the Company's LinkedIn page and help create an editorial calendar for posts
- Oversee the execution of presentations
- Create promotional items
- Delegate responsibilities within the communications department
- In preparation for major company announcements, support the Corporate Communications team by working with teams internally to gather and organize information and help draft communications materials, as necessary
- Monitor and keep the team abreast of trends in media coverage about the retail and toy industries and alert team to competitor news immediately to ensure the team and executives participating in media interviews are prepared to respond, if necessary
- On an ongoing basis, conduct research on organizations the company can align with to bolster its reputation, speaking engagements for executives

- Knowledge of Photoshop and other design tools preferred
- Related work experience in the technology or communications industries
- Desire to build a career in marketing and/or communications
- Ability to juggle multiple projects and demonstrates creativity, flexibility and proactive approach to work
- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- At least 2 years of Guest Services experience required