



Example of Coordinator, Communications Job Description

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Our innovative and growing company is looking for a coordinator, communications. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for coordinator, communications

- Ensure that training and outreach initiatives and special projects are supported by comprehensible, accurate and fully-informed communications and messaging
- Maintain responsibility for the coordination and distribution of banner messages and message texts to the MassHealth provider community
- Work collaboratively with MassHealth on the development of provider communications documents that are uploaded to the MassHealth website
- Maintain the accuracy of provider communications and materials on the MassHealth website
- Update and develop the policy and procedure documents for the Provider Services department
- Effectively communicate with all Provider Services team members and, where appropriate, other key department contacts to facilitate timely communication and sharing of critical information, recommendations and updates
- Conducts daily research of state government websites to identify flag, summarize, and circulate possible business opportunities through the Request for Proposal (RFP) process
- Prepare and/or review important communications with the client (letters, reports, emails)
- Keep the team informed of new and innovations that would help the team continue to produce high-quality, industry-leading content

Qualifications for coordinator, communications

- In-store experience required
- Intranet or Website publishing experience is essential with a focus on technical skills
- Experience with usability, search engine optimization, web analytics and reporting is considered an asset
- Highly organized, with proven ability to meet tight timelines while managing multiple projects and requests
- Able to build relationships and work collaboratively to resolve issues
- Enjoy working independently, part of a team to develop and share related technical and creative design skills