



Example of Coordinator, Communications Job Description

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Our company is looking to fill the role 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

- Research industry trends, stakeholders, regulatory requirements, , for client projects
- Work closely with the digital communications specialist and other colleagues to create and maintain accurate, timely, and engaging content on the web site, www.peabody.jhu.edu
- Regularly update the Preparatory's on-line course catalog and ensure seamless integration with the course registration system
- Develop and maintain content for outreach with students and faculty who will present talks and outreach events
- Liaise with the Center for Teaching, Learning and Outreach
- Coordinate with the Office of Earthquake Programs and conduct tours (for school groups and VIP tours)
- Work with faculty on describing outreach program for use in faculty-submitted proposals for funding
- Coordinate content including research, drafting, proofing, translation, design, approvals and distribution for a variety of communications channels including email, intranet, newsletter and poster
- Support relevant Operations and Canada SBU employee events including assisting in the development of content, project reporting and onsite support
- Pull metrics, gather outcomes and assist in building reports that communicate results and support ongoing planning efforts

- Strong proficiency in PowerPoint, web design /Photoshop/Indesign
- Experience with AP style writing highly preferred
- A clear understanding of social media, brand image and reputation management broad understanding of the luxury retail environment
- Must be able to interact and communicate effectively with all departments
- Must be self-directed and reliable in planning and completion of tasks
- Ability to perform in a fast-paced environment and adapt to change without notice