



Example of Coordinator, Communications Job Description

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Our company is searching for experienced candidates for the position of coordinator, communications. 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 coordinator, communications

- Reviews proofs for quality, content, color
- Coordinate media requests for magazines, newspapers, broadcast and online media
- Coordinate scheduling and logistics
- Developing and nurturing talent relationships through gifting initiatives aligned with commercial drives
- Serve as the primary communications representative for student and faculty matters
- Lead the creation, design, and editing of monthly internal e-newsletters and other communication vehicles
- Support communication surrounding special events and other activities
- Use your news savviness and sleuthing skills for the greater good – keep the team updated on retail and business trends, breaking news, competitor activity and interesting tidbits to ensure fast responses to media inquiries and up-to-date knowledge of current events
- Track and report team's PR activities and media coverage results and recap materials for inclusion in daily news monitoring reports for executives
- Work independently collaboratively to create and execute communication strategies in a highly cross-functional environment to ensure project outcomes align with company priorities and direction

- Knowledge and command of Social Media platforms (Facebook, Twitter, LinkedIn, Glassdoor, Instagram, YouTube, Tumblr)
- Well versed in media software including Adobe Photoshop, Research – Cision, Meltwater, BurrellesLuce, TVEyes, audio and video formats
- Ability to flex work schedule to meet business needs
- Ability to assist other areas of business as needed, including, but not limited to, taking Option 1 & 2 Customer Relations Calls, Store Referral Calls, and email function
- Bachelor's degree in English, Journalism, Communications, Public Relations or other related field
- 1-2 years of experience in public relations