



Example of Coordinator, Communications Job Description

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Our company is looking to fill the role of coordinator, communications. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator, communications

- Deliver and maintain a calendar of events, running and evaluating incentives and motivational activity
- Provide communication support to the operation during the rollout of all change projects
- Line Management duties for a small team
- Ensure that all information communicated is accurate in content, uses correct grammar and spelling, whilst being attractively presented and appropriate for the message type
- Ensure that all information communicated is produced and circulated within required deadlines to the right recipients
- Develop new and exciting ways of engaging staff using various communication methods
- Support and develop a calendar of communications and events in the contact centre for the forthcoming year
- Develop strong working relationships with all relevant departments and stakeholders
- Maintain a current contact and distribution list
- Lead a team of Communication Assistants, ensuring that individuals have the opportunity to grow and develop their skills, have regular updates, one to ones and development plans

Qualifications for coordinator, communications

- Experience with Adobe CS6 or Creative Cloud including Photoshop, Illustrator and InDesign an asset
- Demonstrated ability to manage multiple assignments, establish priorities, and meet deadlines
- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in communications, integrated marketing, journalism or a related field
- Bachelor's Degree from an accredited college or university required, preferably in Communications or related field
- Bachelor's Degree from an accredited college or university in English, Journalism, Business, Marketing, Communications, or a related field