Position Description and Impact Statement
Title: Communications Coordinator
Reports to: Public Relations & Marketing Director

Position Objective

- Provide public relations, marketing, and public involvement coordination and support.

Strategic Goal

- Coordinate assigned firm projects including but not limited to project administrative support, database entry, reporting, event planning and execution, and client coordination.

Communications Coordinator functions

- Provide support for public relations, marketing, and public involvement projects, in addition to other company client projects, by following existing and well-defined strategic plans
- Coordinate assigned events and meetings including project scheduling
- Support department administrative tasks including database entry, scheduling system entry, media list updates, and client clip reports
- Execute assigned research for new and existing clients
- Support and execute internal and client social media tactics
- Support media outreach efforts
- Interact with the public for client and agency events
- Assist with writing marketing and client materials as assigned

Key Responsibilities and Accountabilities

- Project Coordination
  - Day-to-day communication with project managers regarding project status
  - Attend and participate in client and team meetings as assigned
  - Coordinate project schedules using Asana software
- Meetings
  - Coordinate logistics of assigned meetings and special events. Includes coordinating meeting format, internal preparation, site logistics, meeting materials, and documenting internal team debriefing
  - Write minutes and summaries of various meetings
- Media Relations
  - Contact with media to promote assigned client stories
  - Document contact with media in Asana
  - Keep the firm media list accurate and up to date
  - Assist in writing and creation of media materials as assigned
- Database
  - Enter, and update projects in firm's database
- Marketing
  - Perform assigned research for established client work and requests for proposals
  - Assist with creating proposals for new clients, or contract modifications
  - Support and execute internal social media tactics on firm's social media pages
- Financial
  - Draft project activity summaries to support monthly invoices and reports to clients

- General
  - Provide general office administrative support as needed
  - Draft, edit and proofread general client, marketing and internal documents

Preferred Qualifications

- Bachelor's degree and/or equivalent work experience with a focus on business, marketing, public relations, communications, or journalism
- Active interest and participant in local public relations, marketing, and communications groups or activities
- Bilingual in English and Spanish

Salary

- $35,000 to $40,000 depending on experience, with additional bonus opportunities

Please submit your resume to jobs@gordleygroup.com

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