

Communications Coordinator

The XYZ association is a non-profit trade association serving XYZ. We are seeking a creative and energetic communications coordinator and writer to be a key player on our Marketing Communications team. In this role, you will be responsible for coordinating and writing a wide variety of communications projects, from newsletters and magazines, to web sites, email/mailed notices, promotional collateral and policy white papers. You will assist in the development and implementation of marketing and communications goals, working to provide a consistent voice and cohesive branding strategy to our various audiences (members, consumers, press, government). This is an entry-level position with growth possibilities that would be an excellent opportunity for a recent college grad or communications major with a few years of experience.

Job Requirements

Education, training, experience:

- Bachelor's degree in Journalism, English or Communications desired
- Portfolio of writing samples
- Intermediate Word and PowerPoint skills; basic Excel and Indesign skills; familiarity with Mail Chimp or Constant Contact a plus
- Experience in Social media (personal/professional)
- Video editing capability a plus
- Excellent oral and written communication and organization skills
- Excellent editing and proofreading skills
- Creative and effective writer with the ability to conceptualize and write in various styles, including marketing (benefits driven), publicity, feature/editorial, technical/policy oriented communications
- Ability to coordinate multiple tasks and projects simultaneously
- Highly flexible; comfortable working with ambiguity, frequently changing time frames, and short deadlines