

Communications Coordinator

The XYZ is a non-profit professional association for XYZ. As Communications Coordinator (temporary), you will be responsible for developing, managing, and administering publications and activities that help to promote the profession to members and the public through effective print and electronic vehicles.

Responsibilities include:

- Managing overall development and execution of key member publications. Research, write and/or coordinate editorial content, develop and implement production schedules.
- Updating the Press Room and other public resource sections on the association website.
- Using social media tools such as LinkedIn, Facebook and Twitter to promote the association and its programs.
- Coordinating existing financial literacy programs and promoting campaigns and programs to members and the public through events, print and electronic media.
- Assisting with media relations including maintaining media lists and distributing columns and news releases to the media.

Job Requirements

Education, training, experience:

The ideal candidate will have:

- Bachelor's degree in communications, public relations, marketing or a related field.
- Two to three years of experience with publications, marketing and organizing events.
- Strong writing and editing skills with a journalistic emphasis.
- Experience with web content management systems and social media.
- Experience working with community groups and the media including print, radio, television and social media.

- Proficiency in basic Microsoft Office programs and databases; desktop publishing skills a plus.
- Ability to take quality photos using 35mm camera.