

Marketing Communication Coordinator

Duties &

Responsibilities:

1. Coordinate the design and production of the company publications to include annual report, brochures, booklets, handbooks, forms, and newsletters; determining content, ensuring consistency, and determining production schedule.
2. Serve as the liaison officer between the company and news media; producing and distributing news releases regarding company events and Publics.
3. Produce videotapes and photographs for publication to include determining what programs and issues to include, how tape should be edited, production timeline, and when and where to distribute.
4. Maintain open lines of communications with all community organizations and provide prompt responses to requests to include determining how to convey clear, concise, and timely information.
5. Provide communications support services and consultation to include determining relevant and interesting issues and how to communicate inside and outside of the company.
6. Coordinate various events to include where to have event, whom to invite, and how to publicize.
7. Perform related tasks as assigned.

Knowledge of:

1. Computer graphics programs
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
3. Oral and written communication skills.
4. Interpersonal skills using tact, patience and courtesy.
5. Operation of standard office machines including a computer.
6. Communications, marketing, public relations, and media relations concepts, and techniques.
7. Printed publication production

Ability to:

1. Define problems, collect data, establish facts, and draw valid conclusions
2. Maintain positive attitude while working on short, multiple deadlines
3. Produce clearly written, succinct news releases and news media advisories on short deadlines
4. Establish and maintain strong working relationships supplier,

community and news media personnel.

Education:

1. Bachelor's Degree in Journalism, Communications, Marketing, or closely related field and two years experience in communications writing and editing public relations materials.