



## **Communications Coordinator**

### **Primary Responsibilities:**

- Monitor news relevant to mission and develop initiatives.
- Draft written materials including press releases, talking points, newsletters, etc.
- Respond to press inquiries and assist with research.
- Build on and execute communication plans and implement public relations plan.
- Build relationship with members of the media.

### **Experience:**

- At least two (2) years experience of media relations.
- Demonstrated success in leading media and public communications efforts.
- Strong interpersonal and teamwork skills.
- Exceptional writing, research and verbal communication skills.
- Attention to detail and ability to work independently.
- Immediate ability to use such programs as: Word, Excel, Outlook, Publisher, and PowerPoint.