



JOB OPENING

Job Title: COMMUNICATIONS COORDINATOR
Department: Marketing
Reports To: Senior Vice President Communications & Marketing
Classification: Non-Exempt
Location: Bridgeport, CT

SUMMARY

Provides communications support for organization-wide initiatives and specific programs. Initiate, coordinate, and implement community events. Must be well versed in social media tools and techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare or edit organizational publications for internal and external audiences, including employee newsletters and legislative reports.
2. Arrange public appearances or exhibits for organizational programs to increase awareness or to promote goodwill.
3. Inspect event facilities to ensure they conform to organizational requirements.
4. Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays and special needs requirements.
5. Consult with WorkPlace staff to determine objectives and requirements for events such as meetings and conferences.
6. Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets and to review event progress.
7. Review event promotions for accuracy and approve payment.
8. Evaluate and select providers of services according to customer requirements.
9. Arrange the availability of audio-visual equipment, displays and other event needs.
10. Plan and develop programs, agendas, budgets, and services according to organizational requirements.
11. Maintain records of event aspects, including financial details
12. Write effective press releases, prepare information for media kits and develop and maintain company social media web pages.

13. Increase visibility and engagement with content, products or services in Internet-enabled devices or interfaces.
14. Collaborate with other marketing staff to integrate and complement marketing strategies across multimedia channels.
15. Conduct research to identify the goals or other data related to potential donors, potential investors, or general donor markets.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not required to direct or supervise other personnel but may occasionally instruct or show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access. The ability to implement and utilize all social media tools.

OTHER SKILLS AND ABILITIES

N/A

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, Program Assistant, National Initiatives

lkelman@workplace.org