

Communications Coordinator

Job Posting

Full job description

Job Title: Communications Coordinator

Location: Hybrid. Elizabeth, NJ.

Company: Metro District of the C&MA

Employment Type: Full-time

Job Summary: We are seeking a proactive and detail-oriented Communications Coordinator to join our team. The ideal candidate will have excellent communication skills, a strategic mindset, and a passion for storytelling. As a Communications Coordinator, you will be responsible for managing external communications, ensuring consistent messaging, and enhancing our content.

Key Responsibilities:

Assist in the development and implementation of communication plans and strategies.

Write, edit, and proofread various communication materials, such as newsletters, manuals and website content.

Manage social media platforms, including content creation and community engagement.

Maintain a consistent brand image and ensure all communication materials adhere to brand guidelines.

Produce monthly podcast, in collaboration with content team.

Collaborate with internal teams to gather information and ensure accurate and timely dissemination of information.

Qualifications:

Bachelor's degree in Communications or a related field.

Proven experience in communications or a similar role.

Excellent written and verbal communication skills.

Strong organizational and multitasking abilities.

Proficiency in Microsoft Office Suite and familiarity with communication tools (e.g., social media platforms, content management systems).

Ability to work both independently and collaboratively.

Attention to detail and a strategic mindset.

Experience with graphic design tools (e.g., Canva, Adobe Creative Suite) is a plus.

Benefits:

Competitive salary and benefits package, including health insurance, retirement plans, and paid time off.

A supportive and collaborative work environment.

Please send cover letter and resume to: office@metrocoma.org