



Job Announcement: Communications Coordinator

This is a full-time position requiring creativity, initiative, and great attention to detail.

General Responsibilities:

- Responsible for media and public relations, brand advancement, content creation, collateral creation and production, electronic media and event management.
- Regular interaction with clinical staff, clients, partners, donors, media and the general public in both individual and large group settings.
- The successful candidate will be a highly effective communicator and problem-solver who is well-organized and able to work independently.

Qualifications:

- Bachelor's degree in communications, public relations, journalism, marketing or related field
- 2-3 years minimum work experience in similar job function
- Impeccable written and oral communication skills
- High level of technical aptitude and comfort with social media management and basic HTML skills
- Ability to manage multiple concurrent projects, switch directions quickly and meet deadlines

The information in this posting is a summary designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position

Send resume and salary requirements Attn: Shelley Gabriel

Columbus Speech & Hearing Center

510 E. North Broadway, Columbus OH 43214

Fax 614-261-5440

Email sgabriel@columbusspeech.org

The Columbus Speech & Hearing Center is an Equal Opportunity Employer.

510 E North Broadway, Columbus, OH 43214 • P 614.263.5151 • VP 614.429.1382



www.ColumbusSpeech.org

