

## **Job Description – Communications Coordinator**

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**The communications coordinator is responsible for –**

- Actively assisting the management of the Foundation with developing a communications strategy
- Managing the social media platforms and website of the foundation
- Planning and managing of events
- Writing a variety of content for different channels including the social media and website
- Writing and dissemination of press-releases
- Responding to media inquiries and maintaining relationships with journalists and other members of the press
- Planning and managing press conferences
- Liaising and facilitating opportunities for promotion on local TV and radio programmes
- Designing of leaflets, flyers, adverts as may be required
- Maintaining the Foundation's photo library in a secure and readily available format
- Developing video content for use on the website and on social media.
- To assist with promoting the Foundation with new potential sponsors and assist with communicating progress and outcomes of the projects to the relevant benefactors.
- Any other duties that may be required from time to time.