

SAMPLE JOB POSTING

COMMUNICATIONS COORDINATOR

Business, Inc.

Denver, CO

Description

Business, Inc. is looking for an experienced, personable, and energetic communications coordinator to join our Denver office. Candidate should be resourceful, ambitious, and results-driven. Responsibilities include managing the company's social media accounts, engaging with and responding to community members, and assisting in the planning of small- to medium-size events.

Details

- Location: Denver, Colorado (remote work possible)
- Schedule: Full-time
- Experience: 1-3 years in a similar role
- Travel: Low (less than 25% of time)

Key Responsibilities

- Manage the company's social media accounts by creating engaging content, developing a detailed project plan, and adhering to strict timelines.
- Identify new potential audiences and create a detailed outreach plan.
- Respond to and interact with our community through our social media channels.
- Assist in the planning and successful execution of external events by communicating with and securing vendors, event spaces, caterers, and more while staying within budget.

Qualifications

- Proven track record of planning successful events a plus.
- Extensive experience with social media platforms including Facebook and Twitter.
- Ability to work fast and remain calm under pressure.
- Must be well-organized and possess strong communication skills.
- Ability to handle multiple responsibilities at once and effectively prioritize tasks.

Salary and Benefits

Salary commensurate with experience. Ten observed holidays and two weeks paid vacation upon starting. Health and dental insurance.

How to Apply

Send a resume and cover letter to jobs@businessinc.com. No phone calls. References required.