



Communication Coordinator Job Description

Position Summary: A highly motivated, organized, creative, energetic and passionate team player who assists with the implementation and delivery of planned communication initiatives.

Location: Indianapolis, Indiana

Reporting Relationship: Reports to the Director of Communication

Supervision Relationship: None

Responsibilities:

- Assist with production of press releases, news stories and/or scripts for fraternity events
- Research and write web features on topics such as prominent alumni, collegiate and alumni chapter successes, and fraternity programs and events
- Assist with WordPress website updates
- Create and manage multimedia presentations to support fraternity programs and events
- Responsible for daily social media content, metrics and interaction using Facebook, Twitter and additional platforms
- Assist with digital archiving of pictures, videos and audio
- Attend events to assist with onsite duties as assigned
- Meet regularly with supervisor to discuss goals and objectives
- Collaborate with other staff members on other duties as assigned
- Assist with editing and gathering content for *The Diary of Alpha Kappa Psi*

Qualifications:

- Strong written and verbal communication skills
- Exhibit a strong skill set in journalistic writing and editing
- Experience with audio-visual equipment and photo/video production
- Working knowledge of WordPress website design, including CSS and HTML
- Computer experience with a windows operating system and Microsoft Office
- Proficiency in Adobe Suite programs; i.e. Photoshop, Illustrator and InDesign
- Strong organizational skills and attention to detail
- General knowledge of fraternity/sorority operations
- Involvement in leadership activities/positions
- Strong work ethic and initiative
- Accomplishes tasks with limited supervision
- Commitment to character and integrity in both personal and professional life

Compensation and Benefits:

Alpha Kappa Psi offers a competitive compensation and benefits package that includes health, dental, vision, and life Insurance; paid holidays; paid time off; and a 401(k) retirement plan.

Application:

Complete the [application form](#) which includes the submission of a cover letter and résumé. Review of applications will begin immediately and will continue until the position is filled.

Questions regarding the position or application process may be directed to the Director of Communication Jennifer Adamany via phone (317-872-1553) or [email](#).