

COMMUNICATIONS OPERATIONS COORDINATOR

ABOUT THE JOB

Looking to join a full-service marketing and PR agency and make an immediate impact? AccessU is looking for a Communications Operations Coordinator who can help keep our Strategic Communications team aligned and operating efficiently in collaboration with the Account Service team to ensure projects move forward, deadlines are met, and our clients receive exceptional service.

You'll support project coordination, reporting, meeting management, workflow administration, and operational efficiency. As capacity allows, you'll also contribute to public relations and social media efforts.

This position reports to the VP of Strategic Communications.

YOUR FOCUS

Team Operations & Project Coordination (40%)

- Maintain project tracking systems and workflow tools.
- Monitor deadlines, milestones, and deliverables across the Strategic Communications team.
- Track action items and ensure appropriate follow-up.

Administrative & Leadership Support (30%)

- Organize team documentation and file management systems.
- Support preparation of presentations, reports, and leadership materials.
- Maintain departmental records, templates, and resources.

Reporting & Systems Management (20%)

- Assist with monthly and quarterly communications reporting.
- Ensure project information remains accurate and current across systems.
- Leverage technology and AI-enabled tools to improve efficiency and reporting accuracy.

Team Collaboration & Support (10%)

- Participate in team strategy discussions and planning meetings.
- Conduct research and monitor industry trends.
- Provide support for public relations and social media efforts as needed, including media list maintenance, coverage tracking, and social content coordination.

WHAT YOU'LL BRING

Required Qualifications

- Strong organizational and project coordination skills.
- Exceptional attention to detail.
- Excellent written and verbal communication abilities.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft 365 and collaboration tools.
- Strong problem-solving skills and follow-through.

Preferred Qualifications

- Experience with traffic and project management platforms such as Workamajig, AirTable or similar tools.
- Experience coordinating meetings, projects, or administrative functions.
- Familiarity with reporting and data organization.
- Familiarity with social media platforms and basic content or media monitoring tools.
- Experience using AI tools to improve efficiency, reporting, or workflow management.

BENEFITS

Salary Range: \$50,000-\$57,000

We Offer

- Performance-based bonus opportunities.
- Generous annual PTO, including paid office closure between Christmas and New Year's.
- Flexible work arrangements.
- 401K retirement program with 5% company profit sharing.
- Comprehensive health benefits package featuring 100% employer-paid medical, dental, vision and life insurance coverage for employees. Additional voluntary coverage options available for life, accident, critical illness, and hospital indemnity.
- Onsite fitness center access.
- Professional development and growth opportunities.
- A collaborative, creative, and supportive team environment.

ABOUT ACCESSU

AccessU is a full-service marketing and PR agency specializing in websites, communications, video production, and smart digital strategies. Our passion is generating leads and exceeding KPIs. Our mission is helping our clients live their mission. At AccessU, we take care of business with three core values: tenacity, care, and beauty.

We are curious by nature; nimble, scrappy, and low maintenance by design. We fervently dig into a brand, and it becomes our own.

We're not the biggest agency in the world, but that only ignites our competitive spirit. For us, every job is a chance to prove ourselves and outdo ourselves.

Responsiveness is our superpower. We're fast, but we're obsessed with the fine details. We deliver quality, yes. We just do it quickly. We're also the kind of agency where every client is everyone's responsibility, where we're all invested in a client's success.

Do something big with us!