



## **Public Relations Co-coordinator**

The Public Relations Co-coordinator is a member of the Marketing team, reporting to the Public Relations Manager. The candidate should possess excellent organizational, analytical and communication and interpersonal skills. The Public Relations Co-coordinator's responsibilities include:

- Support Public Relations Manager with implementation of promotional strategies.
- Assist with drafting public relations material.
- Co-ordinate promotional activities and liaise with external contacts to ensure proper delivery.
- Monitor media outlets for coverage.

### **Qualifications**

- At least 1 year college/university education in public relations or communications
- Exceptional writing, editing and communication skills
- Organized with the ability to work in a fast paced work environment
- Experience using MS Office